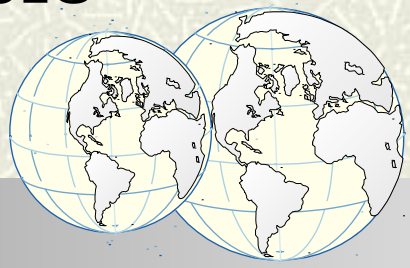
Computerized Accounts Payable System Clipper



United States Army Financial Management Command

Task, Conditions, Standards

- Task: Enter Accounts Payable information into CAPS-C
- Conditions: Given a requirement to conduct Commercial Vendor Services in a contingency environment, the CAPS-C system, and contracts, modifications, receiving reports, and invoices.
- Standards: Correctly input and compute all documents into the CAPS-C system and prepare payments IAW FAR, DFARS, CFR, and DODFMR, vol.10.

Module 1

Basic System Introduction

and

System Navigation

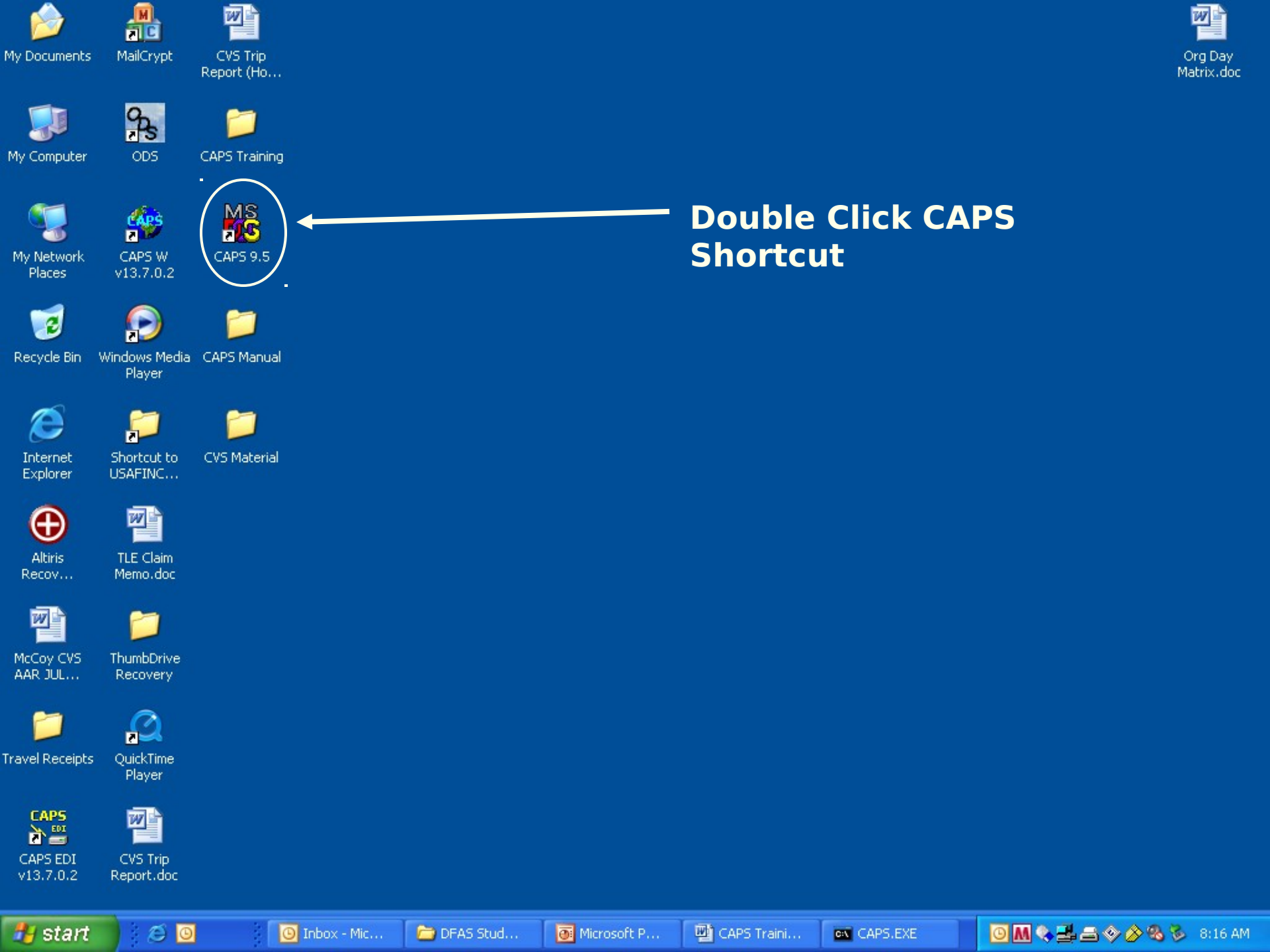
CAPS Applications

- There are two versions of CAPS being used at the present time. They are CAPS-Clipper and CAPS-Windows.
- CAPS-Clipper is currently being used in contingency operating environments.
- CAPS-W is being used in DFAS sites.

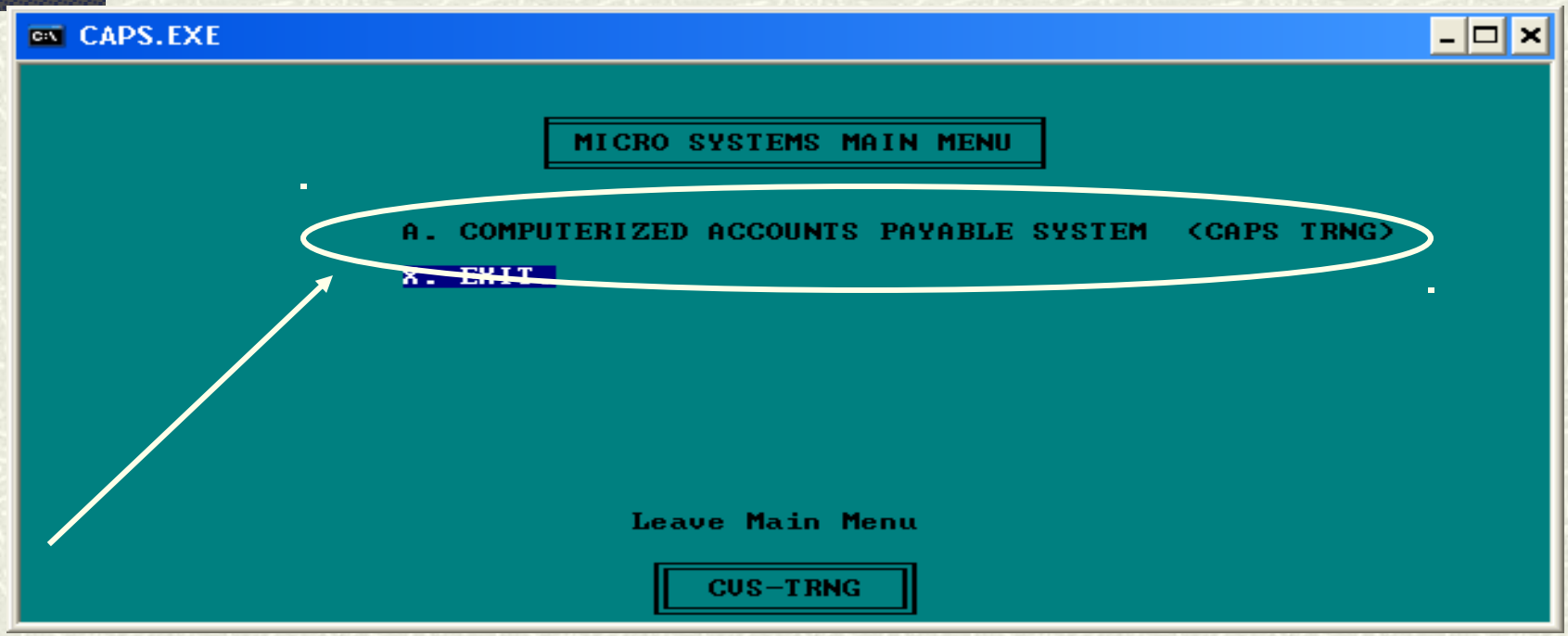
CAPS-Clipper (CAPS-C)

CAPS-C is a Disk Operating System (DOS)-based automated entitlement application. It is the original CAPS and the objectives of CAPS-C are to:

- minimize manual input and calculation
- comply with the provisions of the PPA
- accurately determine the due dates for entitlements.
- reducing lost discounts and interest penalties
- process payments using Foreign Currency


My Documents
MailCrypt
CVS Trip Report (Ho...
Org Day Matrix.doc
My Computer
ODS
CAPS Training
My Network Places
CAPS W v13.7.0.2
CAPS 9.5
Double Click CAPS Shortcut
Recycle Bin
Windows Media Player
CAPS Manual
Internet Explorer
Shortcut to USAFINC...
CVS Material
Altiris Recov...
TLE Claim Memo.doc
McCoy CVS AAR JUL...
ThumbDrive Recovery
Travel Receipts
QuickTime Player
CAPS EDI v13.7.0.2
CVS Trip Report.doc
start
Inbox - Mic...
DFAS Stud...
Microsoft P...
CAPS Traini...
CAPS.EXE
8:16 AM

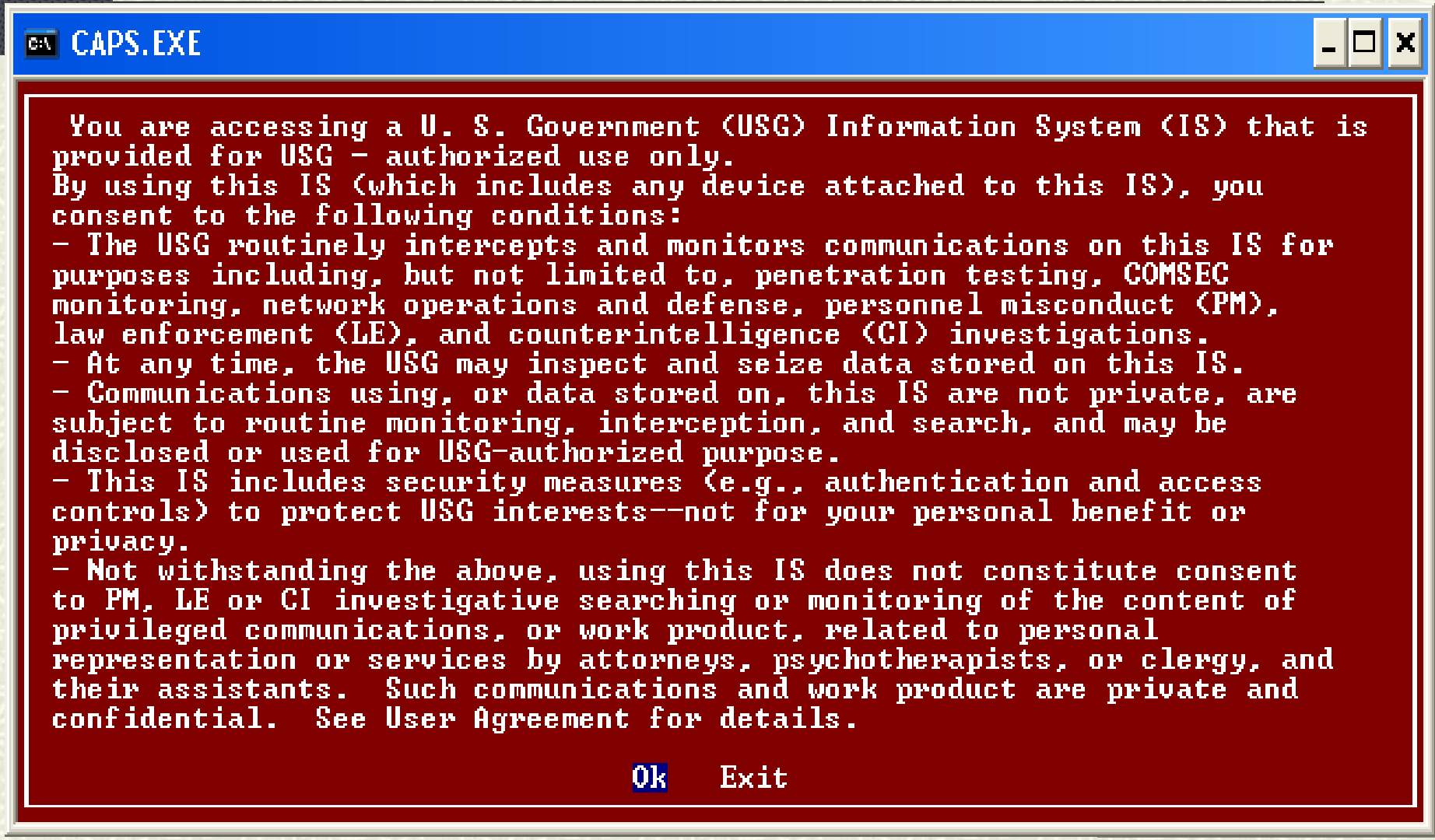
CAPS Main Menu Screen



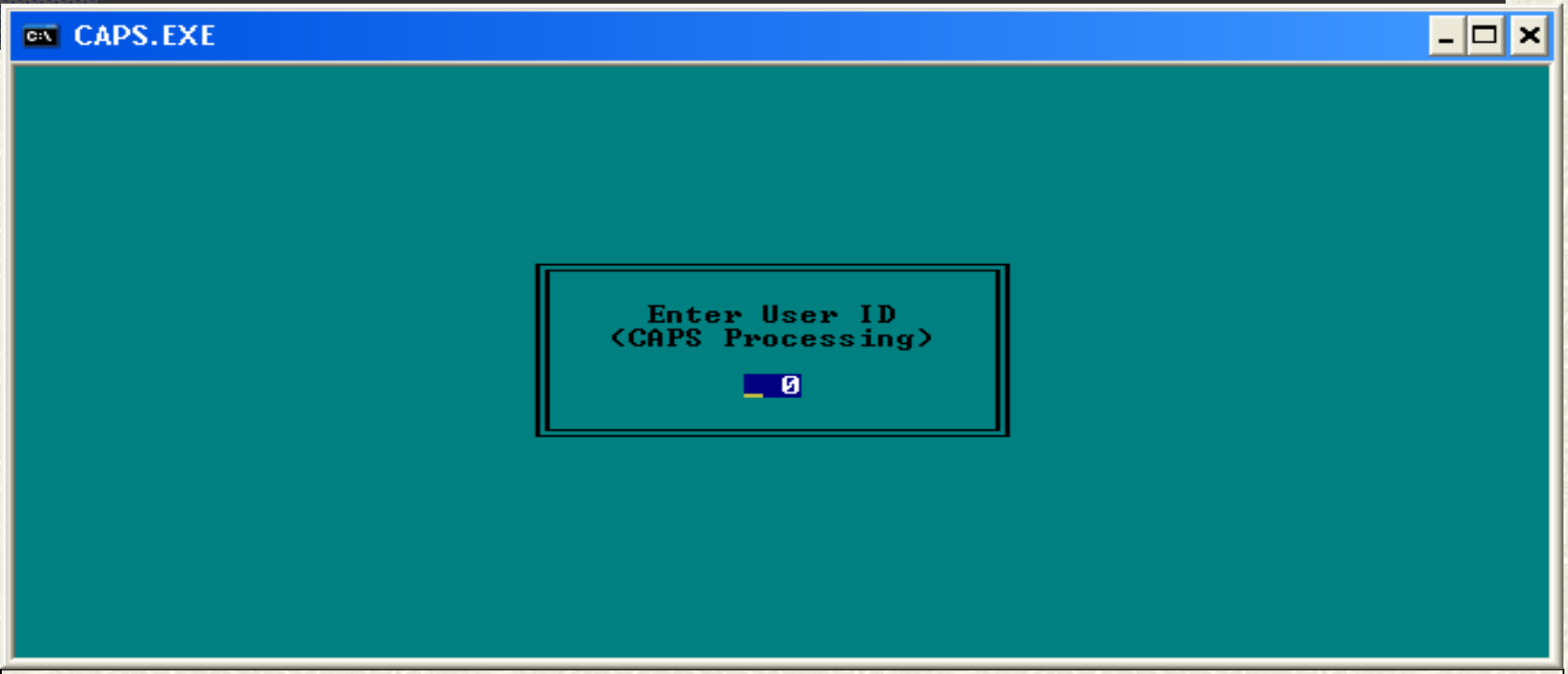
Use the keyboard for navigation instead of the mouse.

*****CAPS LOCK KEY MUST BE ON WHILE WORKING IN CAPS*****

Accessing CAPS-Clipper



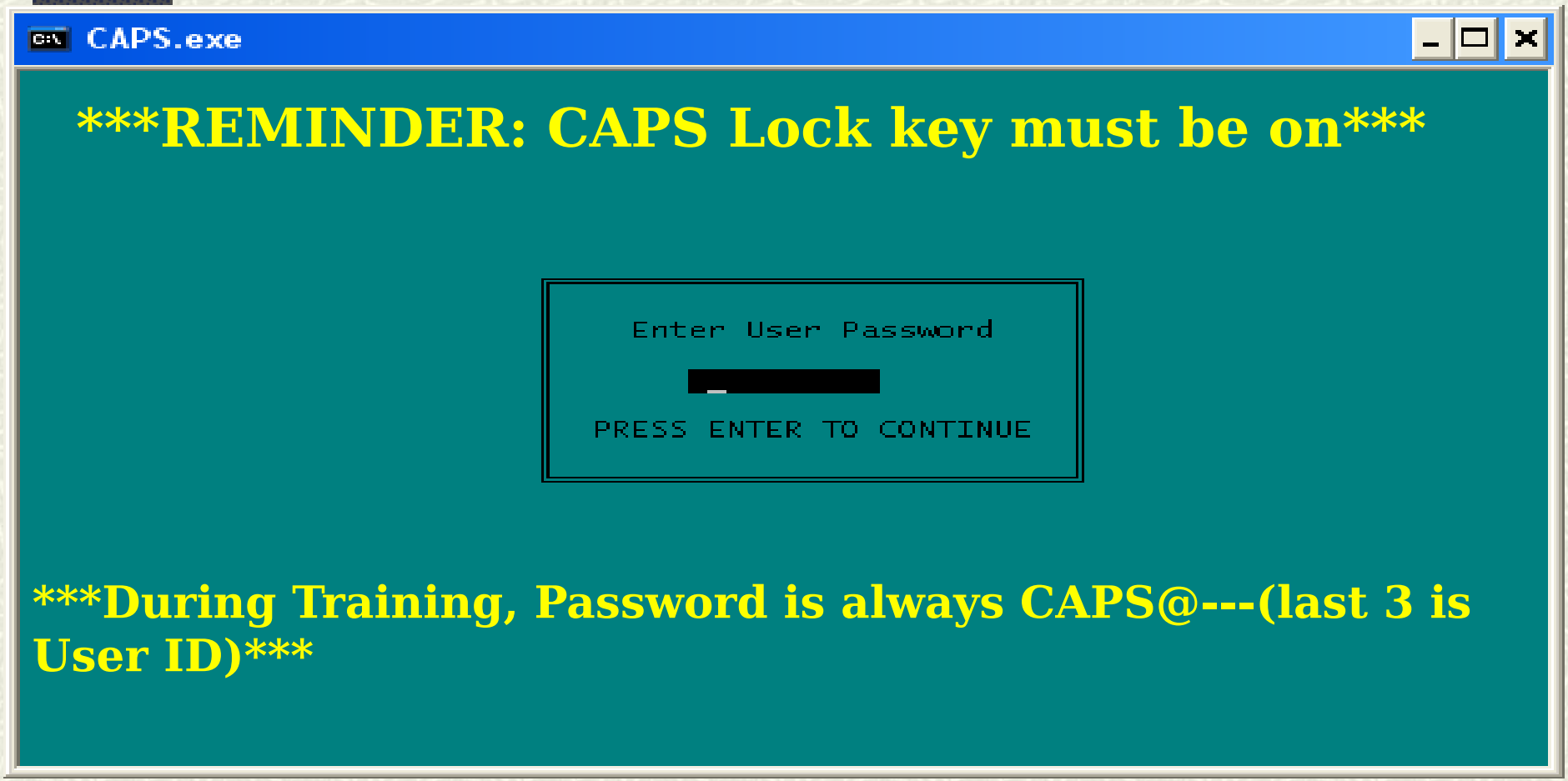
USER ID FIELD



User ID is 3 digits. Enter the User ID assigned by the instructor.

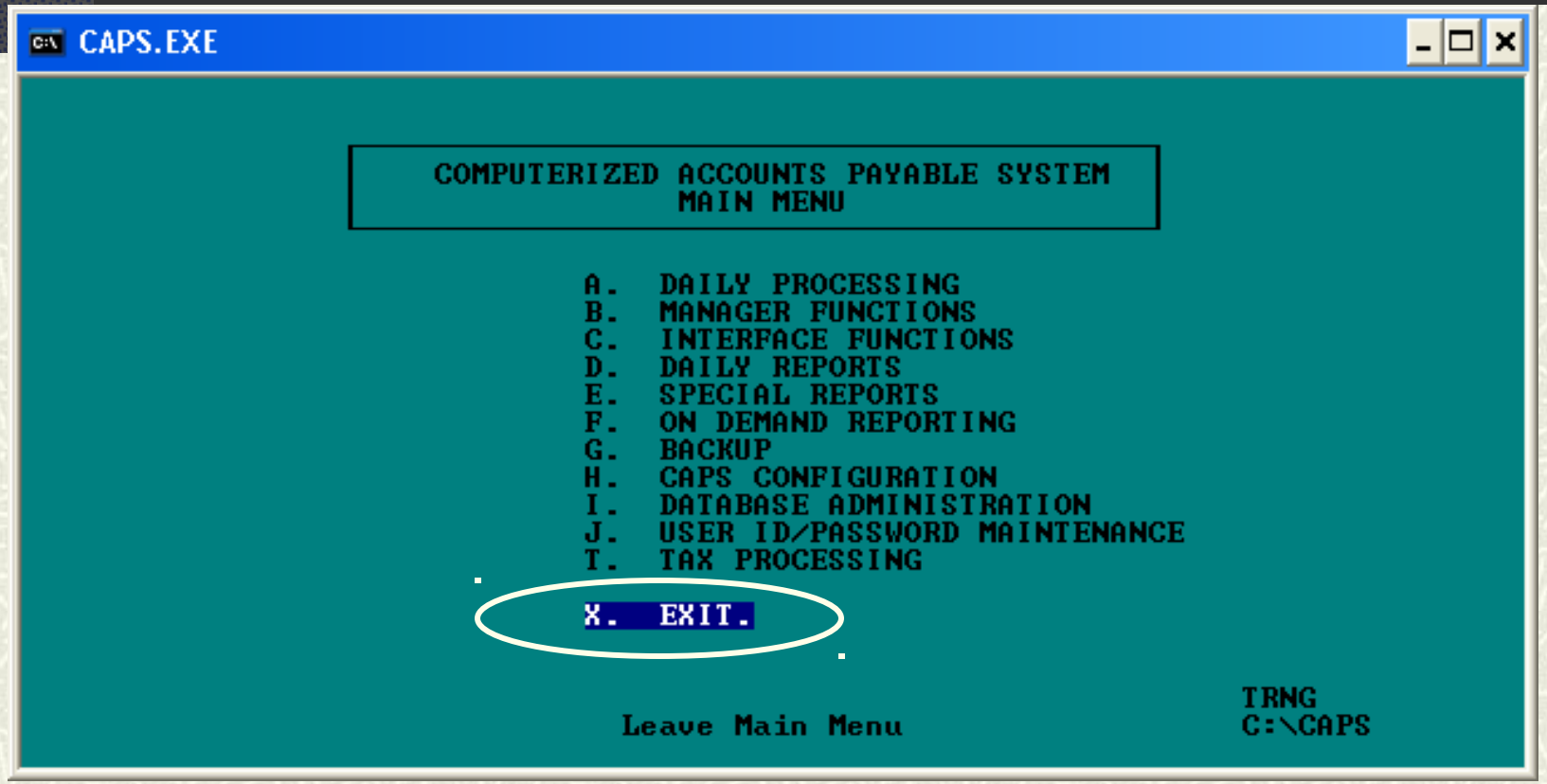
*******DO NOT PRESS ENTER AFTER INPUTTING THE USERID – It will advance for**

PASSWORD FIELD



-Password will not show when you type it. Cursor will advance to show input.

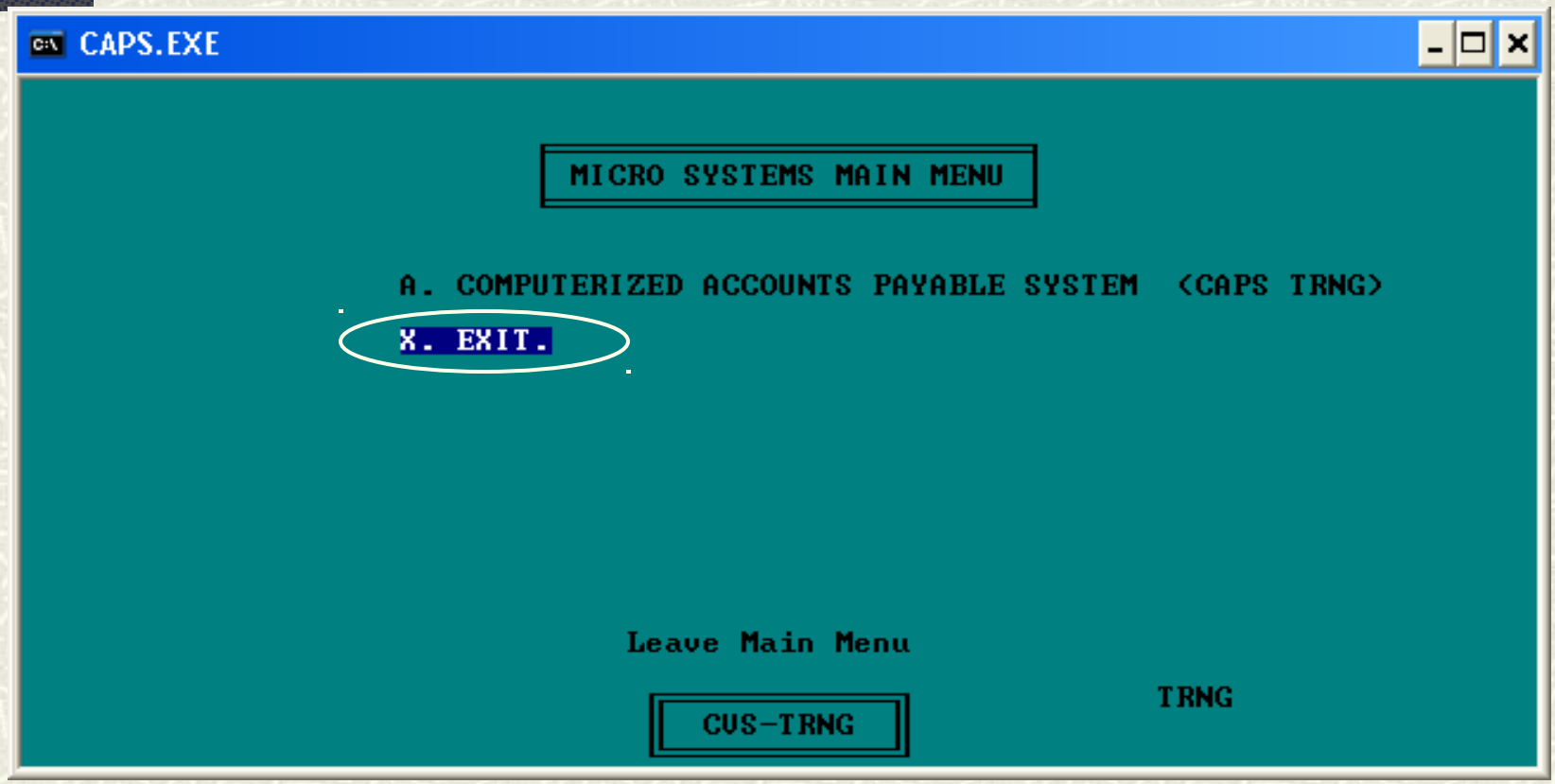
LOGGING OFF CAPS-C



The only way to properly log off of CAPS is to press X for EXIT!!!!

Using CTRL+ALT+DEL or the “X” button on the top right corner will lock the system up and could crash a server database.

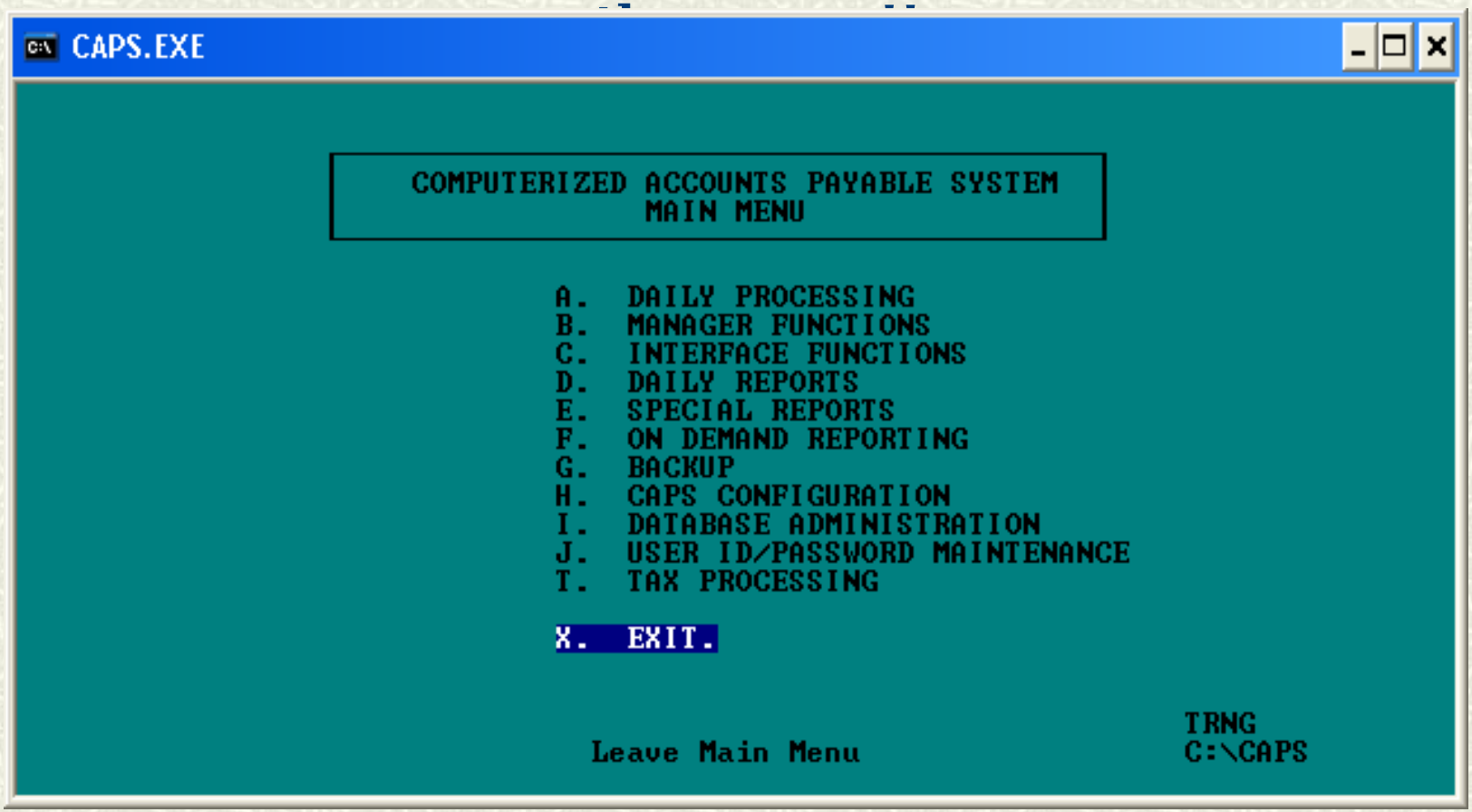
LOGGING OFF CAPS-C



Press “X” to EXIT the CAPS System

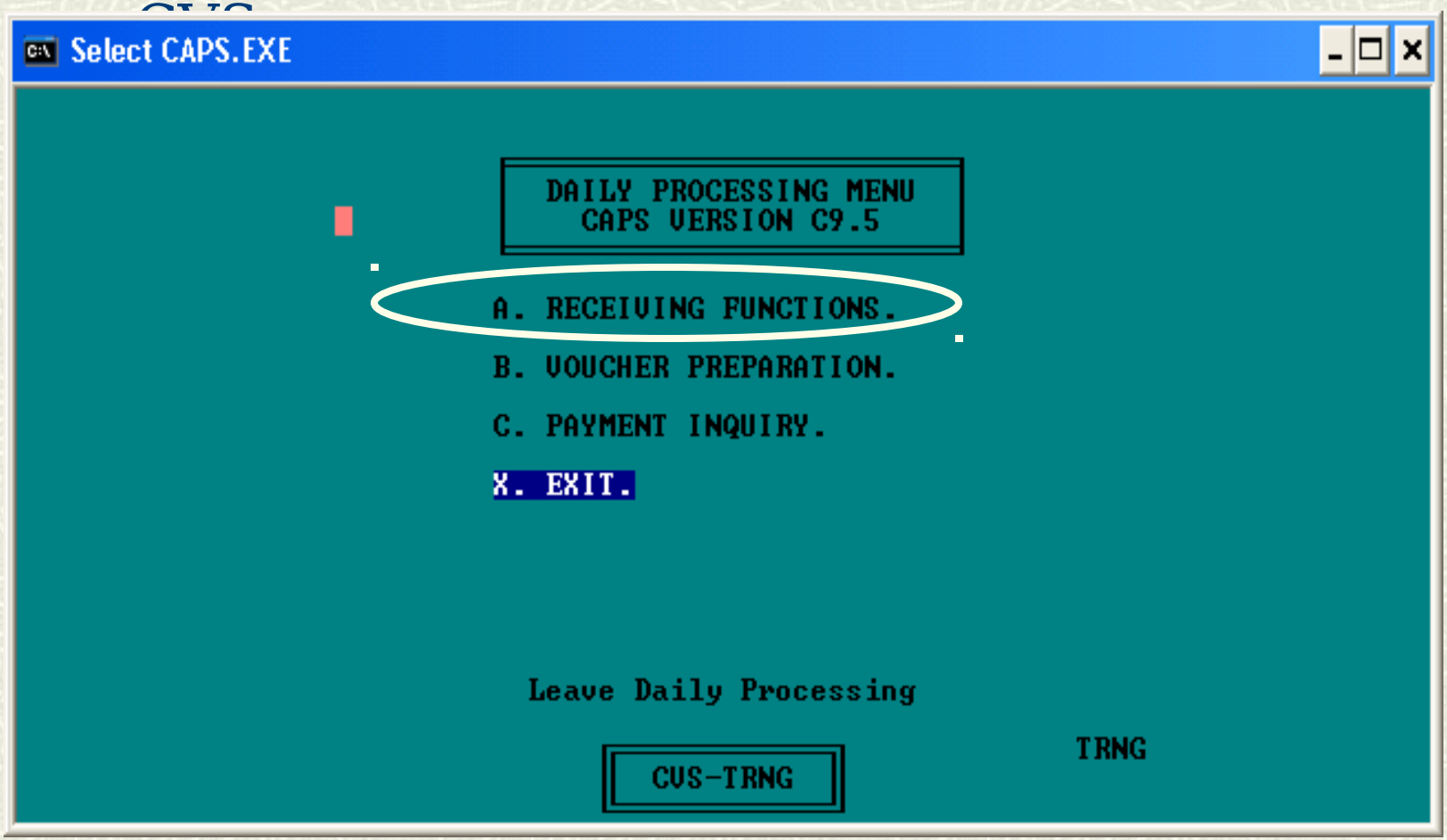
Introduction to System Lay-Out

Refer to your Keyboard Handout for navigating within



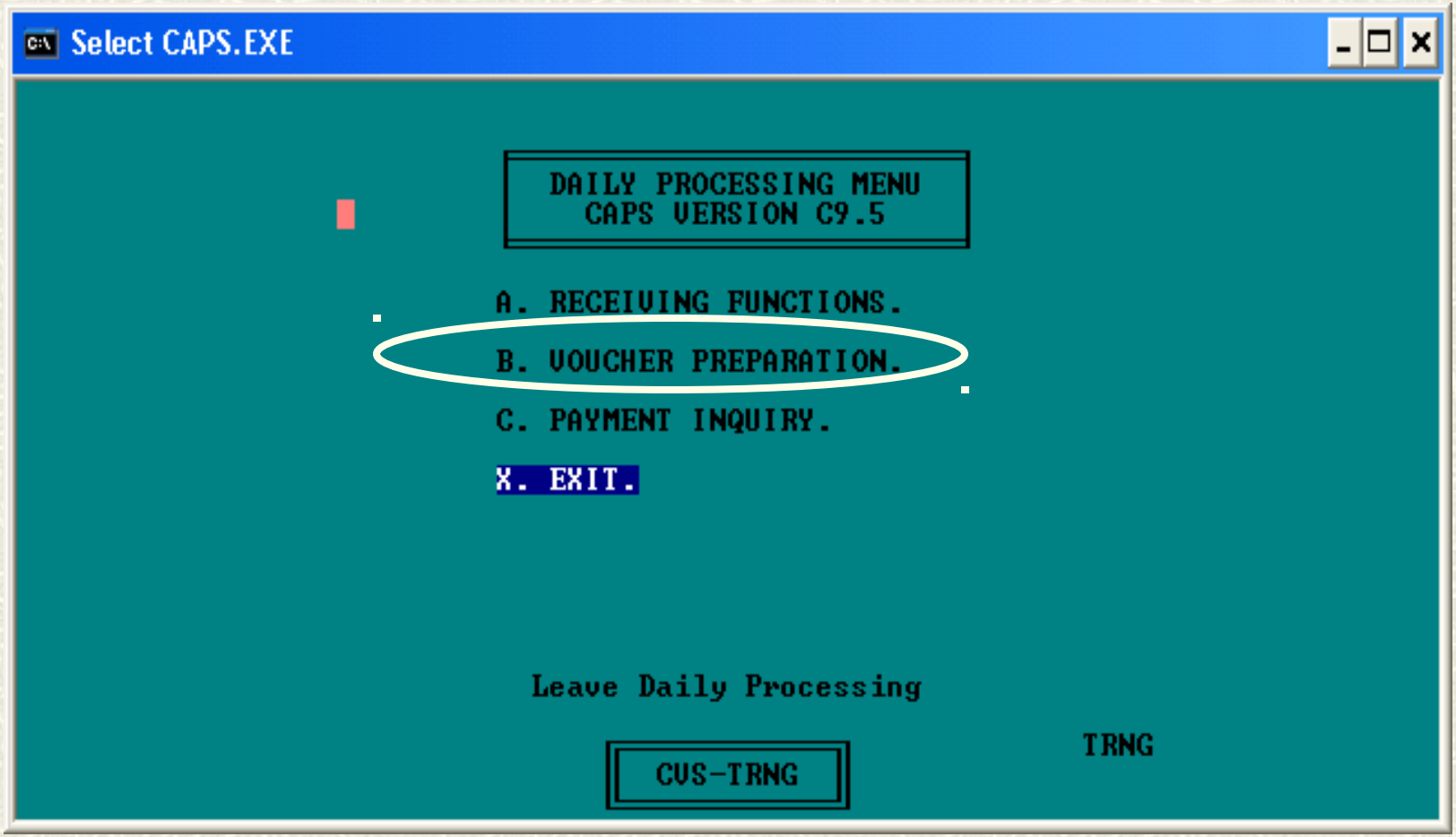
DAILY PROCESSING MENU

This is the most commonly used menu in CVS

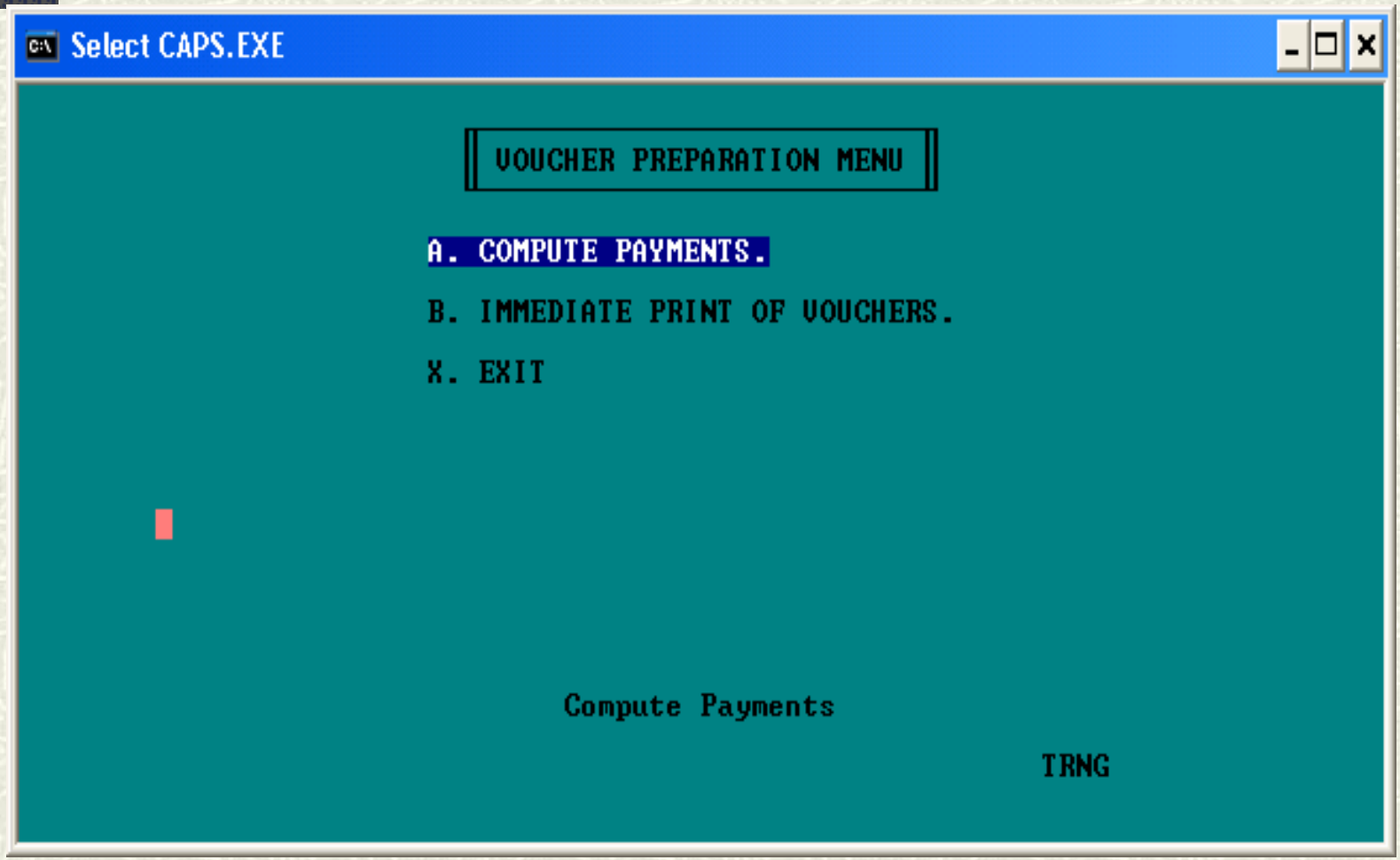


RECEIVING FUNCTIONS

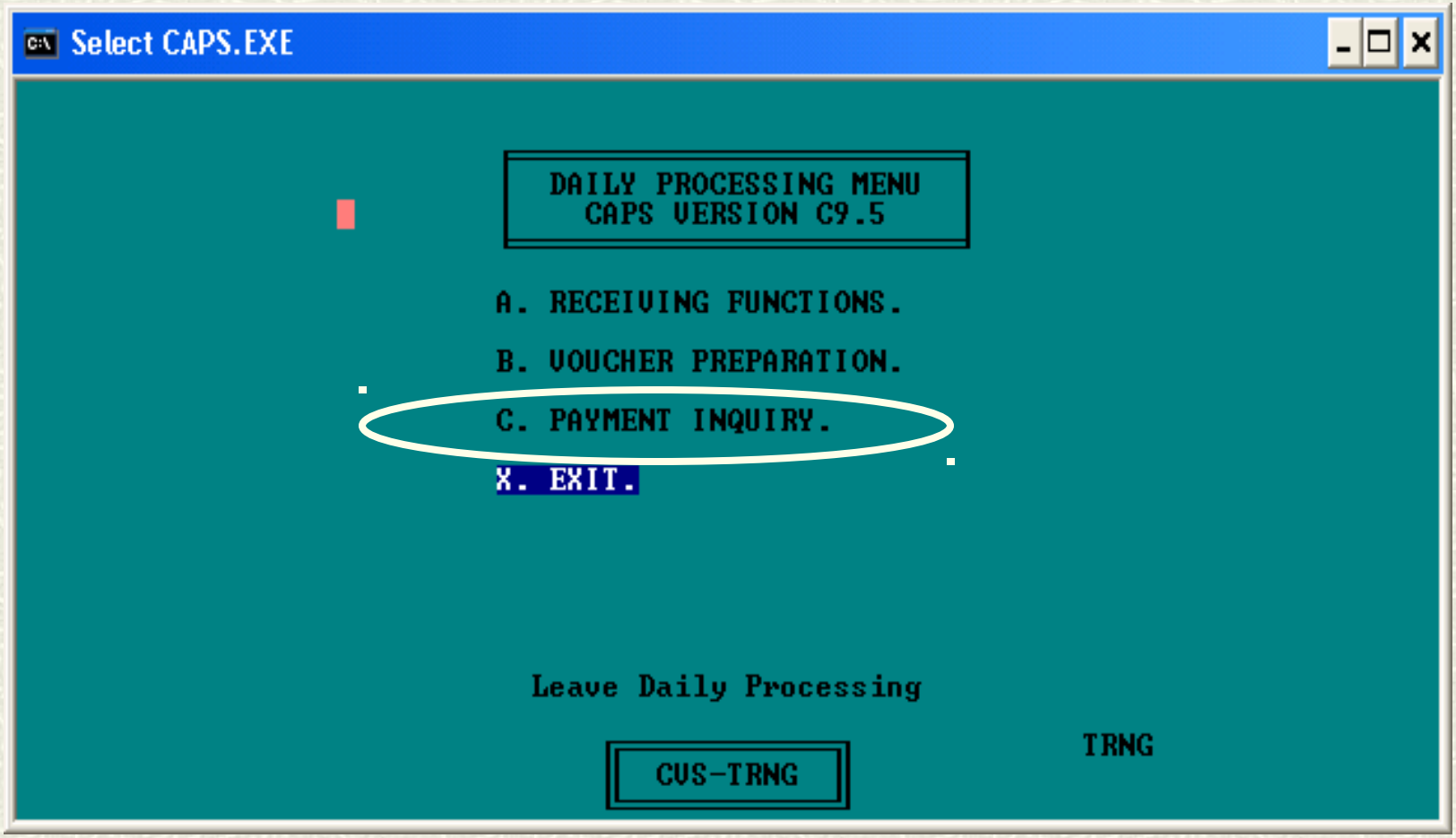
DAILY PROCESSING MENU



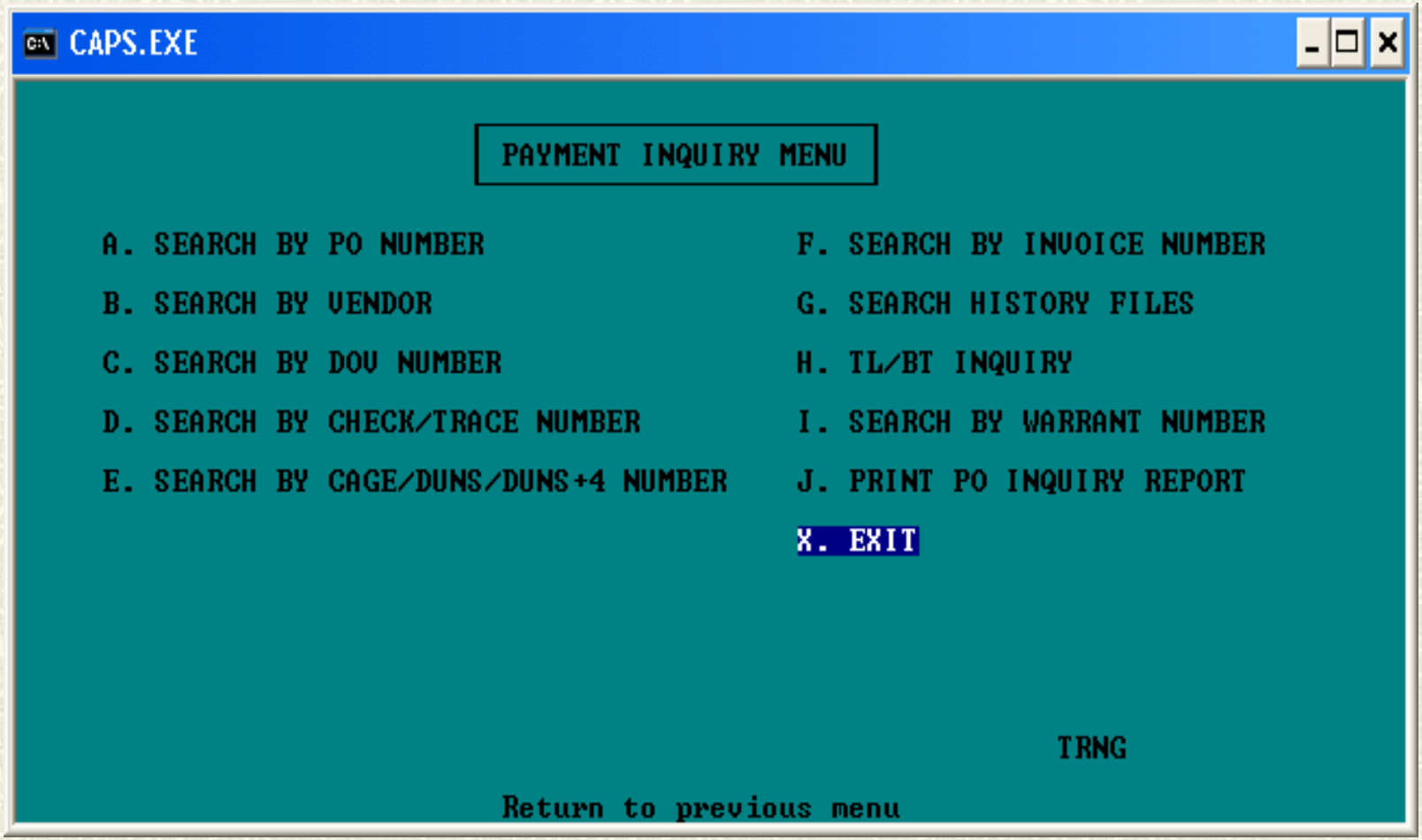
VOUCHER PREPARATION MENU ON DAILY PROCESSING MENU



DAILY PROCESSING MENU



PAYMENT INQUIRY ON DAILY PROCESSING MENU



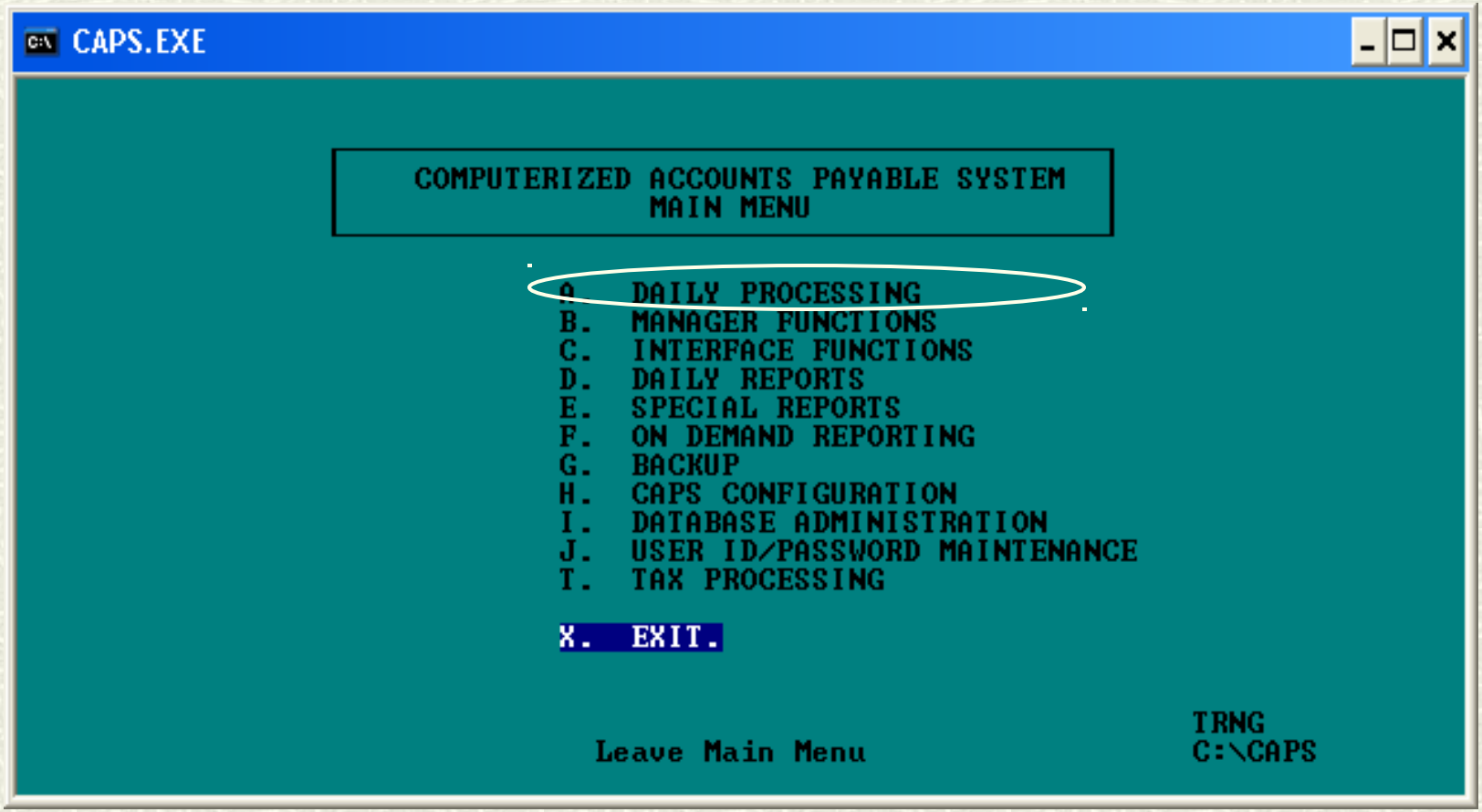
Module 2

Input
Contracts and Modifications
into CAPS-C

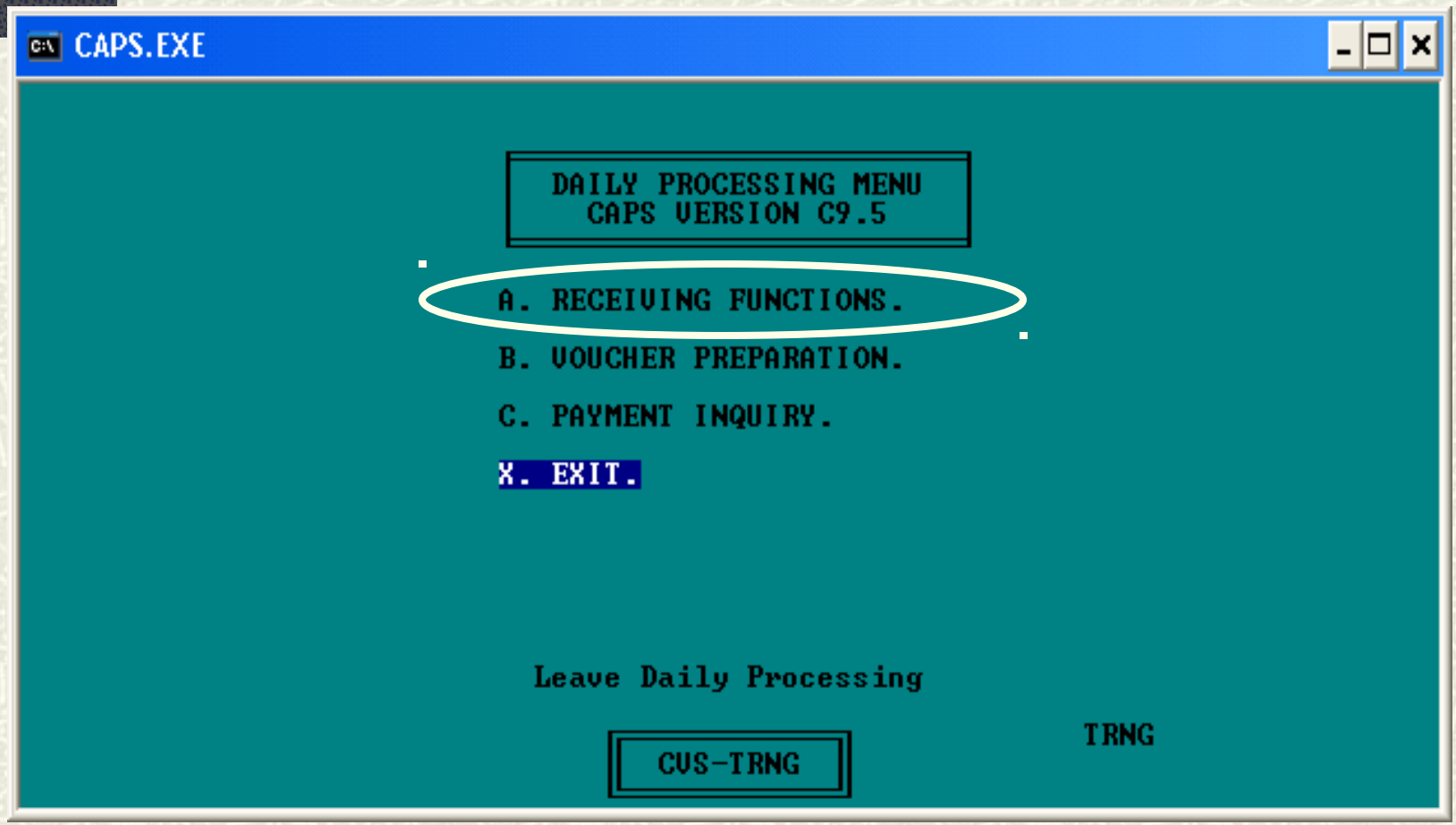
Introduction

- Input contract
- Input modification
- The input of documentation into the system is detailed and can be repetitious at times.
- Users must develop consistent reviews to ensure correct data has been inputted prior to advancing screens.

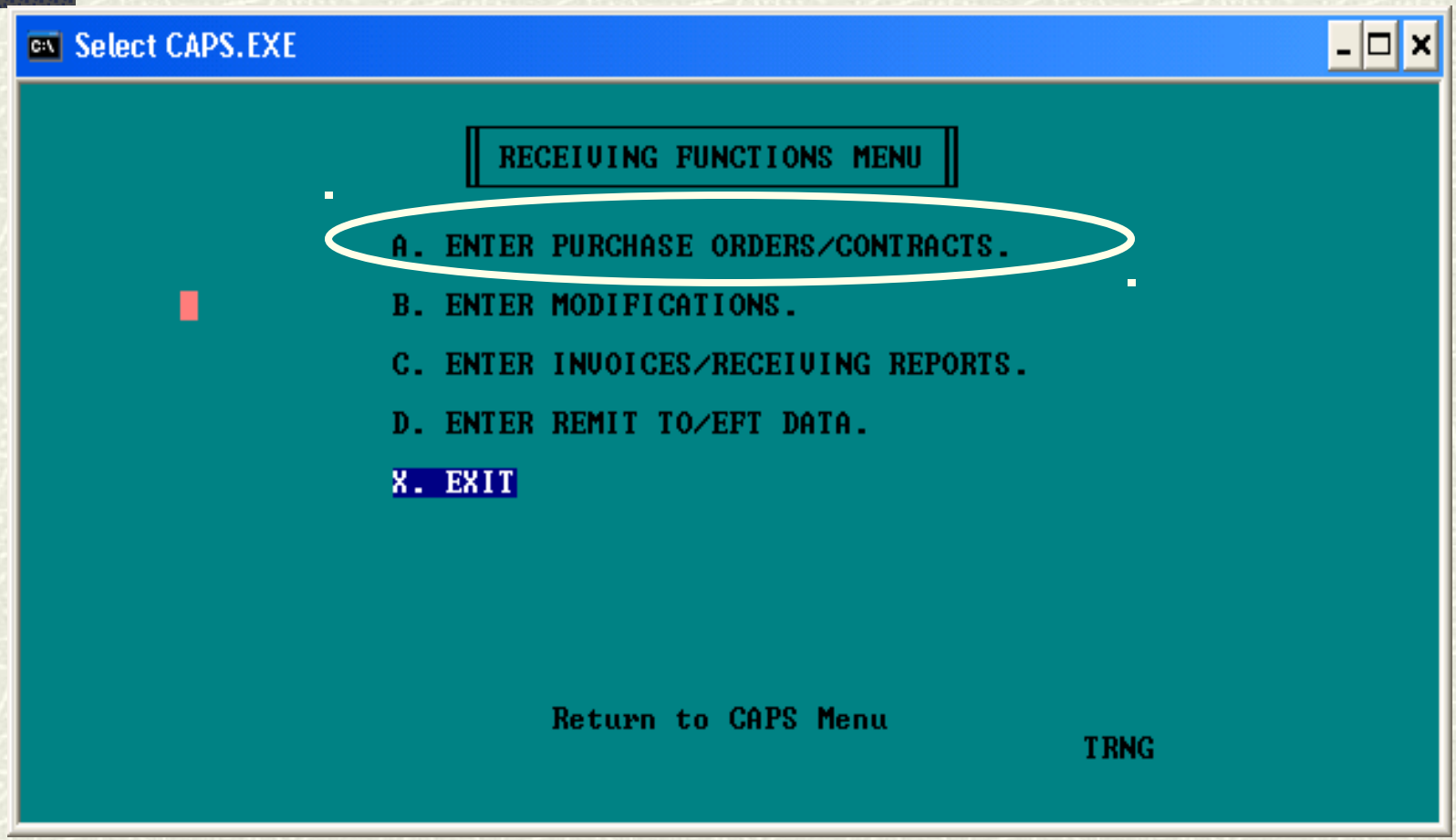
Input Contract – Step 1



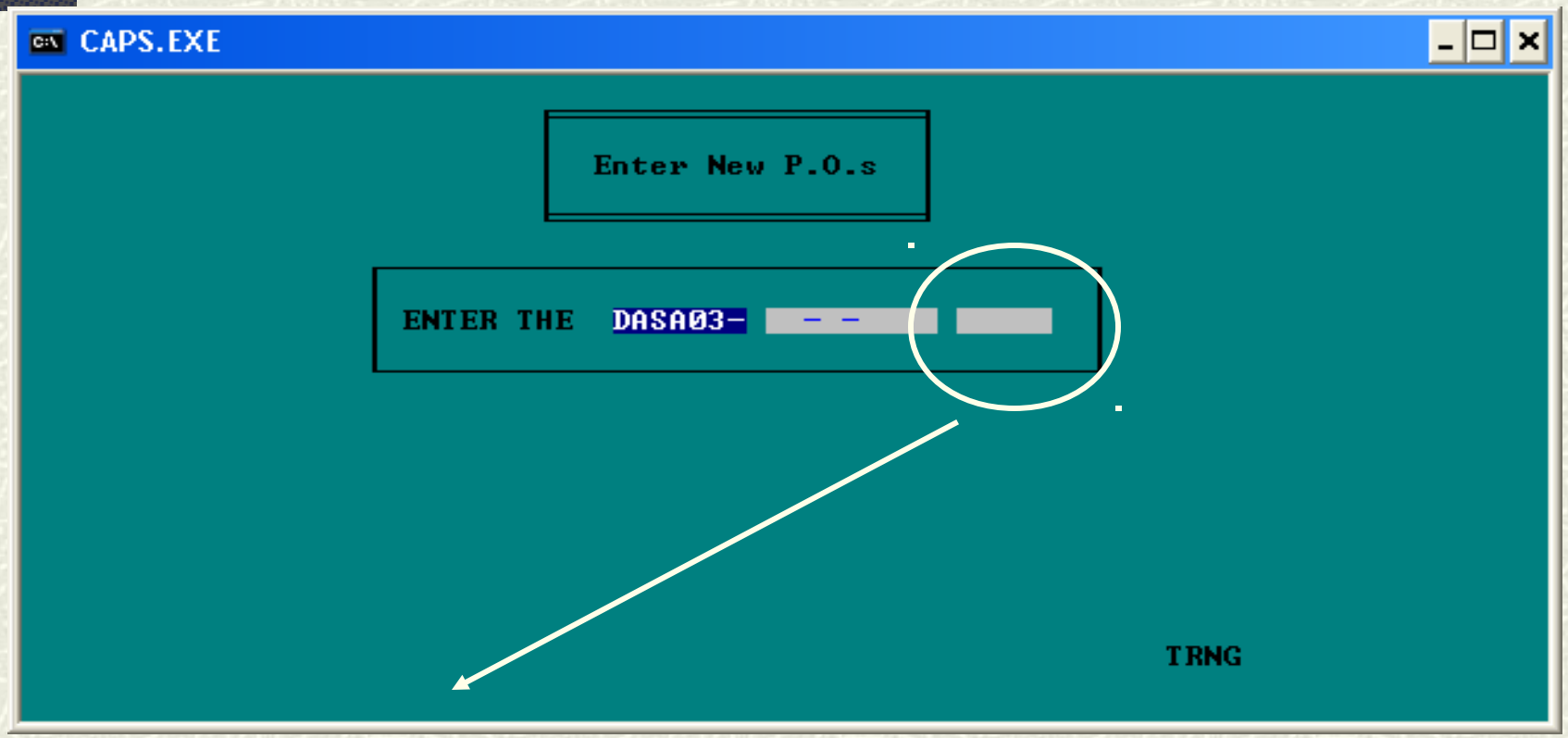
Input Contract – Step 2



Input Contracts – Step 3



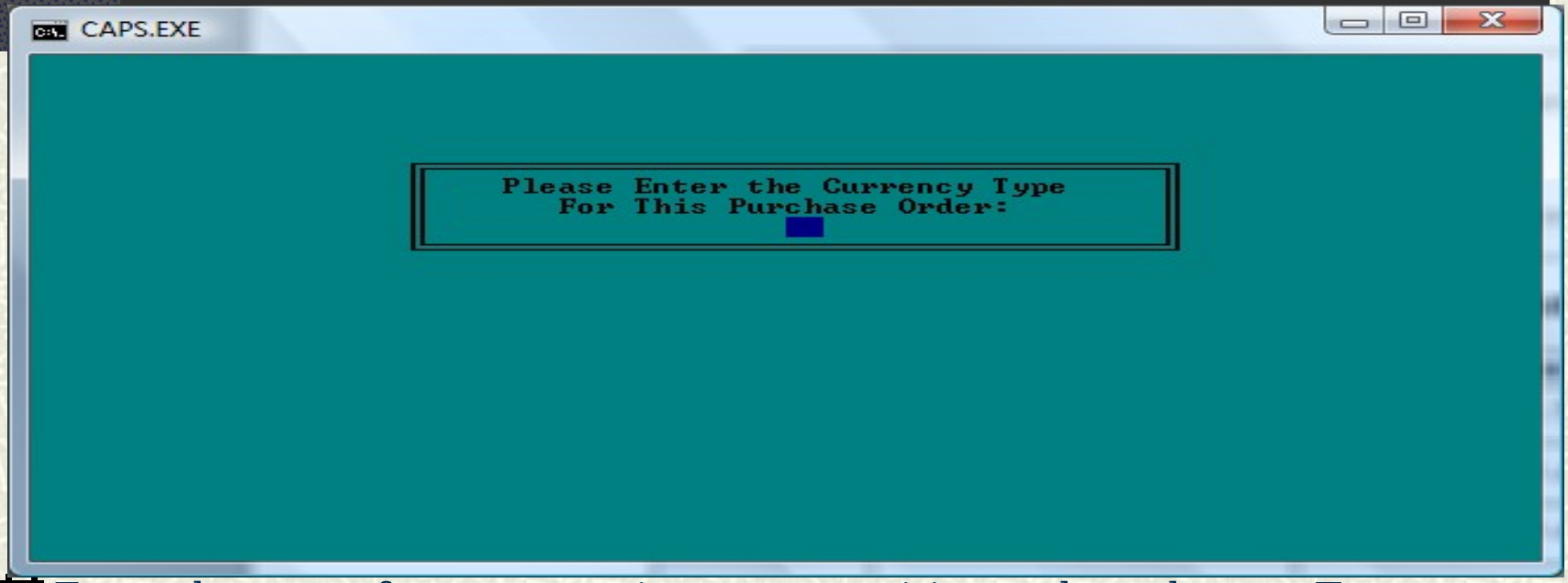
ENTER CONTRACT NUMBER



This is the Delivery Order or Call Number.

****Not every contract will have one****

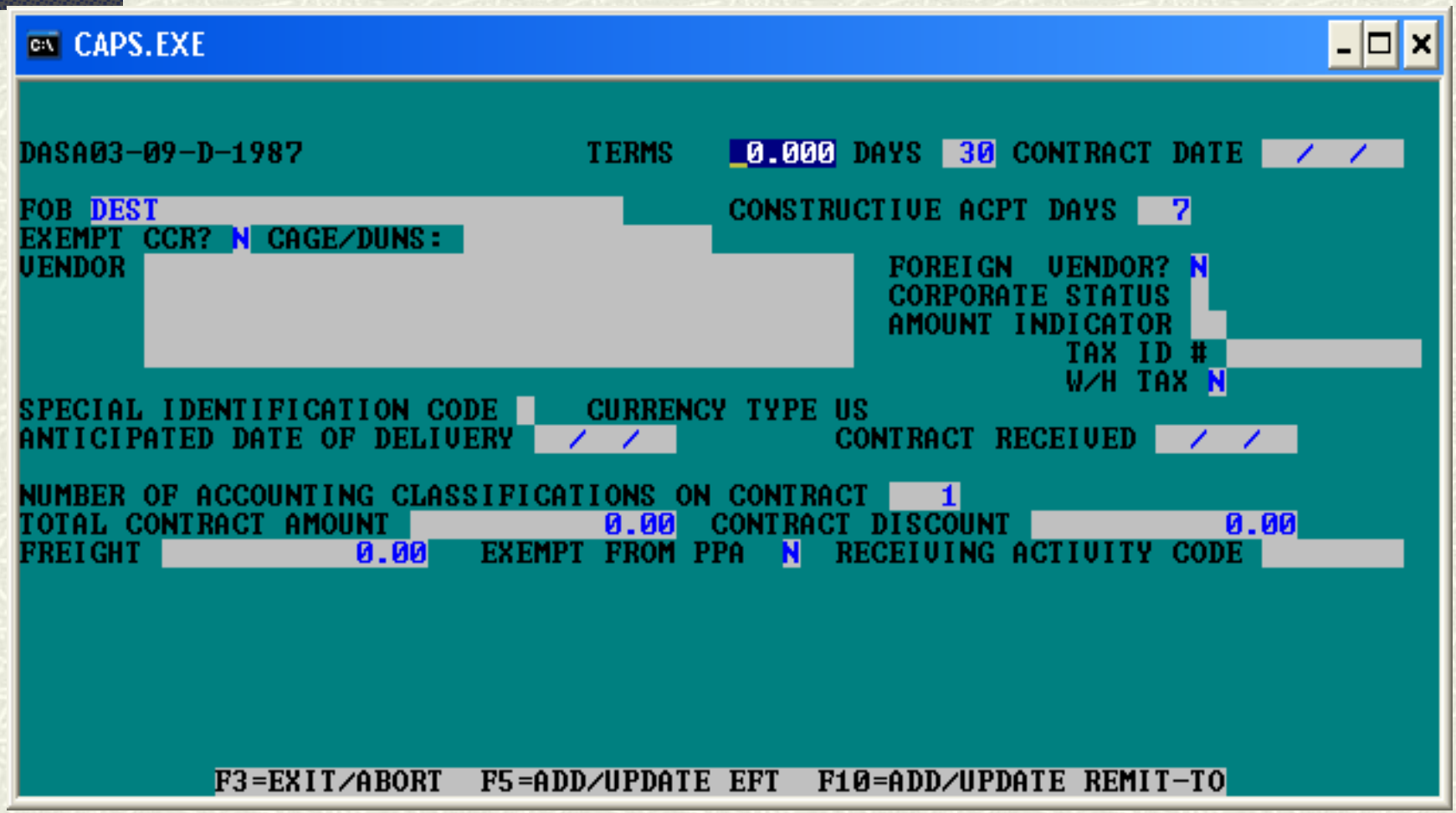
CURRENCY TYPE



- Enter the type of currency using a two-position code and press **Enter**. This code **must** be for the currency type the contract is written in.

- Effective October 2009, any contracts issued to Iraqi or Afghani Vendors will be issued in the local currency of that country. For other vendors performing work in that country, the contract will be issued in U.S. currency, and will be converted to local currency based on the daily exchange rate.

CONTRACT INFORMATION SCREEN



Critical Tax Information

- U.S. based vendors may still incur taxable income based on contracts paid in a contingency environment.
- Should a CAGE/DUNS or Tax ID# (TIN) be present in a contract, you must input that into the CAPS-C system. This will ensure accurate records are produced and forwarded to the IRS.
- If the company is based in the U.S., you must also answer <N> for Foreign Vendor.

Critical Tax Information – Corporate Status

- The following Corporate Statuses must be entered based on the company type:
  - A-Medical Corporation
  - B- Non-Medical Corporation
  - C- Individual/ Sole Proprietor
  - D- Partnership
  - E- Non-Profit/ Government Agencies
- Foreign Vendors being paid in foreign currency do not require a corporate status; leave the field blank.
- Corporate Status is taken from the contract. It is up to contracting to provide accurate information to the CVS office.

Critical Tax Information – Amount Indicator

- The following categories of contracts for US vendors are not reportable to the IRS; Amt Indicator is E
  - Charities and Non-Profit
  - Employee Related
  - Fees/ Licenses
  - Credit Cards
  - Foreign Vendors
  - Goods

Critical Tax Information – Amount Indicator (cont'd)

- Government Agency
- Medical
- Subscriptions
- Transportation/ Storage
- Utilities
- Goods/ products/ merchandise

Critical Tax Information – Amount Indicator

- The following categories of contracts for US vendors are reportable to the IRS; Amt Indicator is as shown:
  - Rent 1
  - Royalties 2
  - Medical 6
  - Services 7
  - Reimbursement Fees 7
  - Military Funeral Honors 3

Critical Tax Information – Amount Indicator (cont'd)

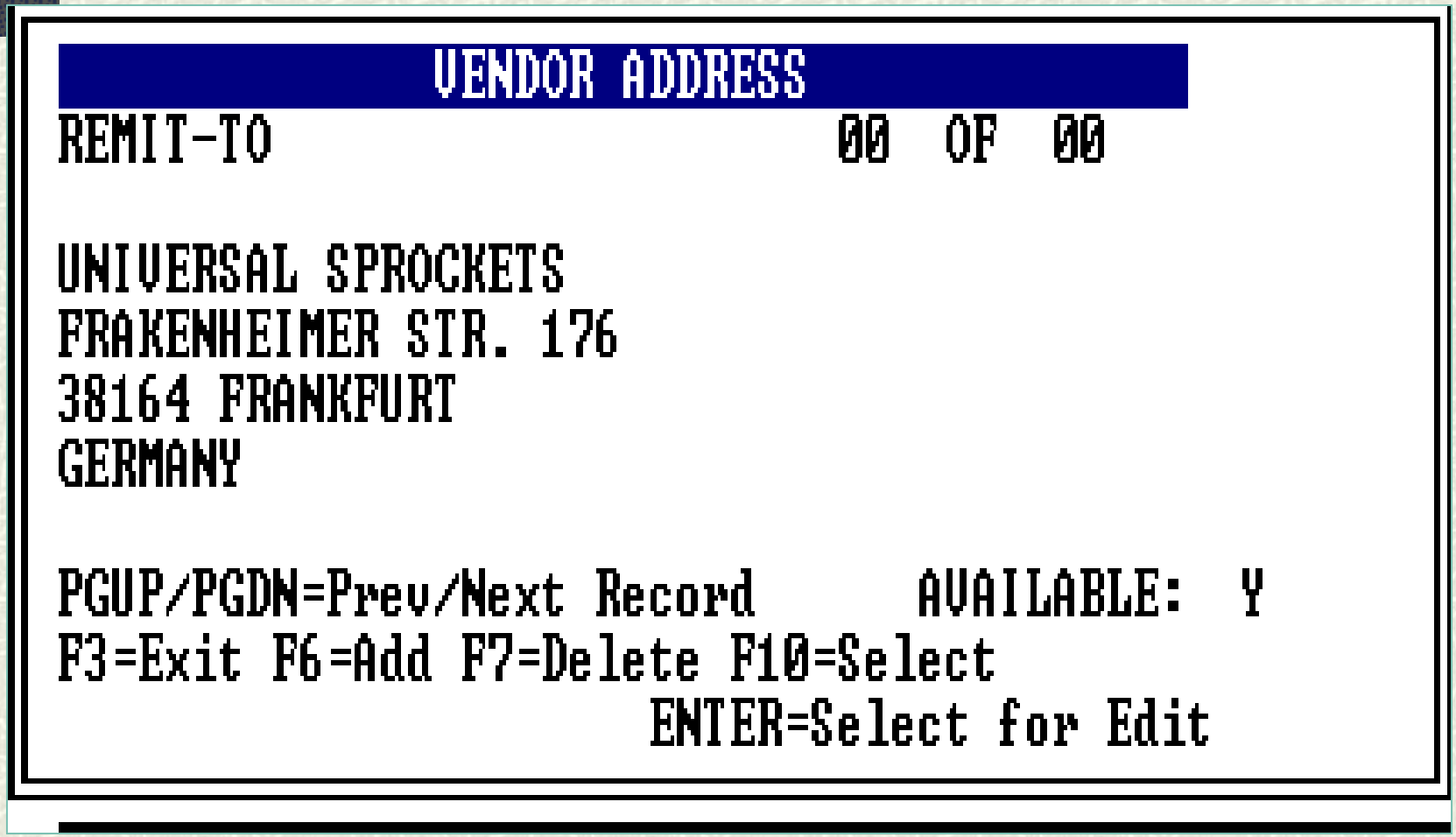
- Employee Related 7
- Settlements (Attorney Fees) 14
- Settlements (all others) 3

REMIT-TO/EFT DATA

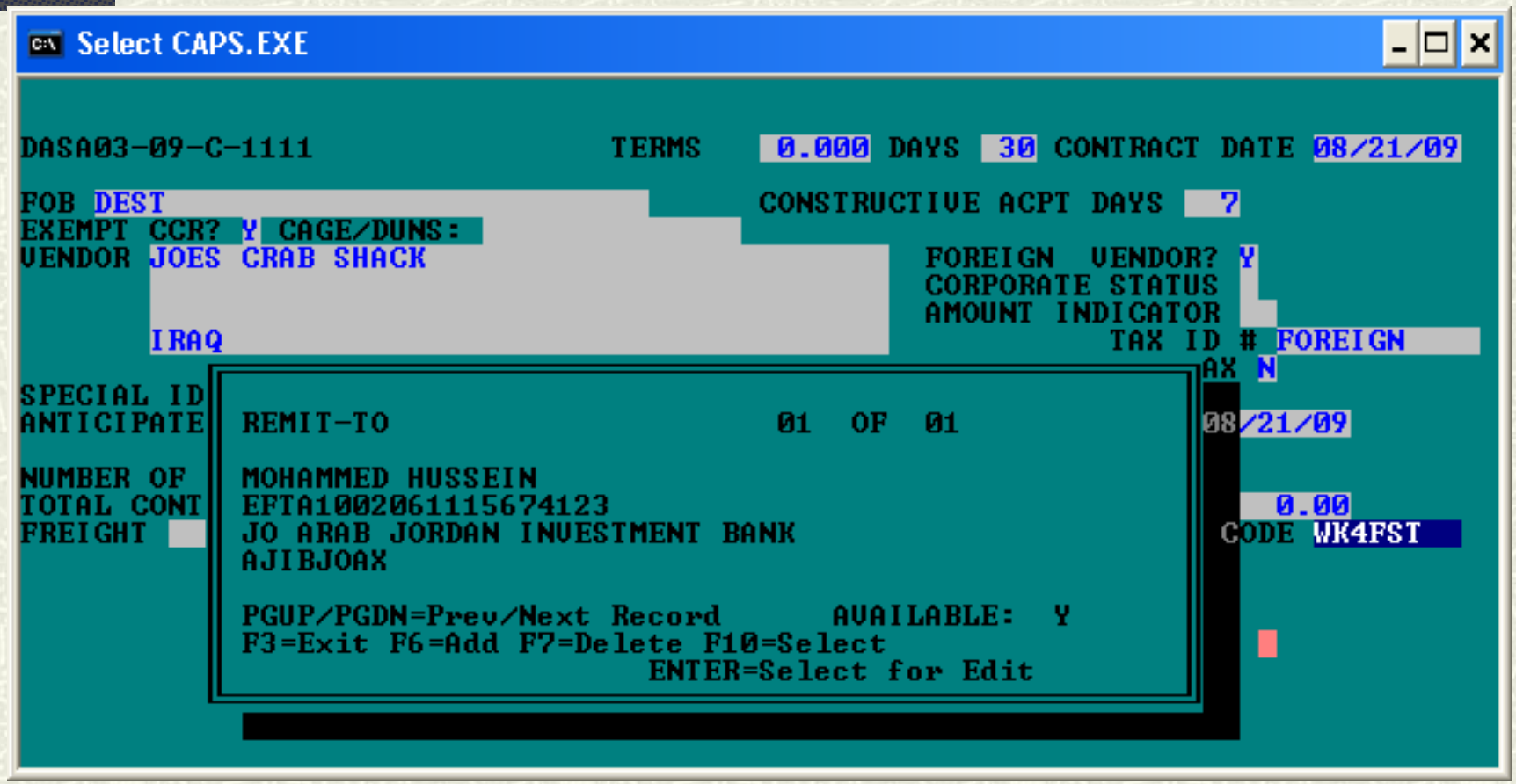
- The **Remit to/EFT** should be verified when inputting contract information or any other time during the payment process.

- The option at the bottom of the contract page is **F10=ADD/UPDATE REMIT-TO**, in a deployed environment, all CVS Soldiers should be able to add/ update REMIT-TO information.

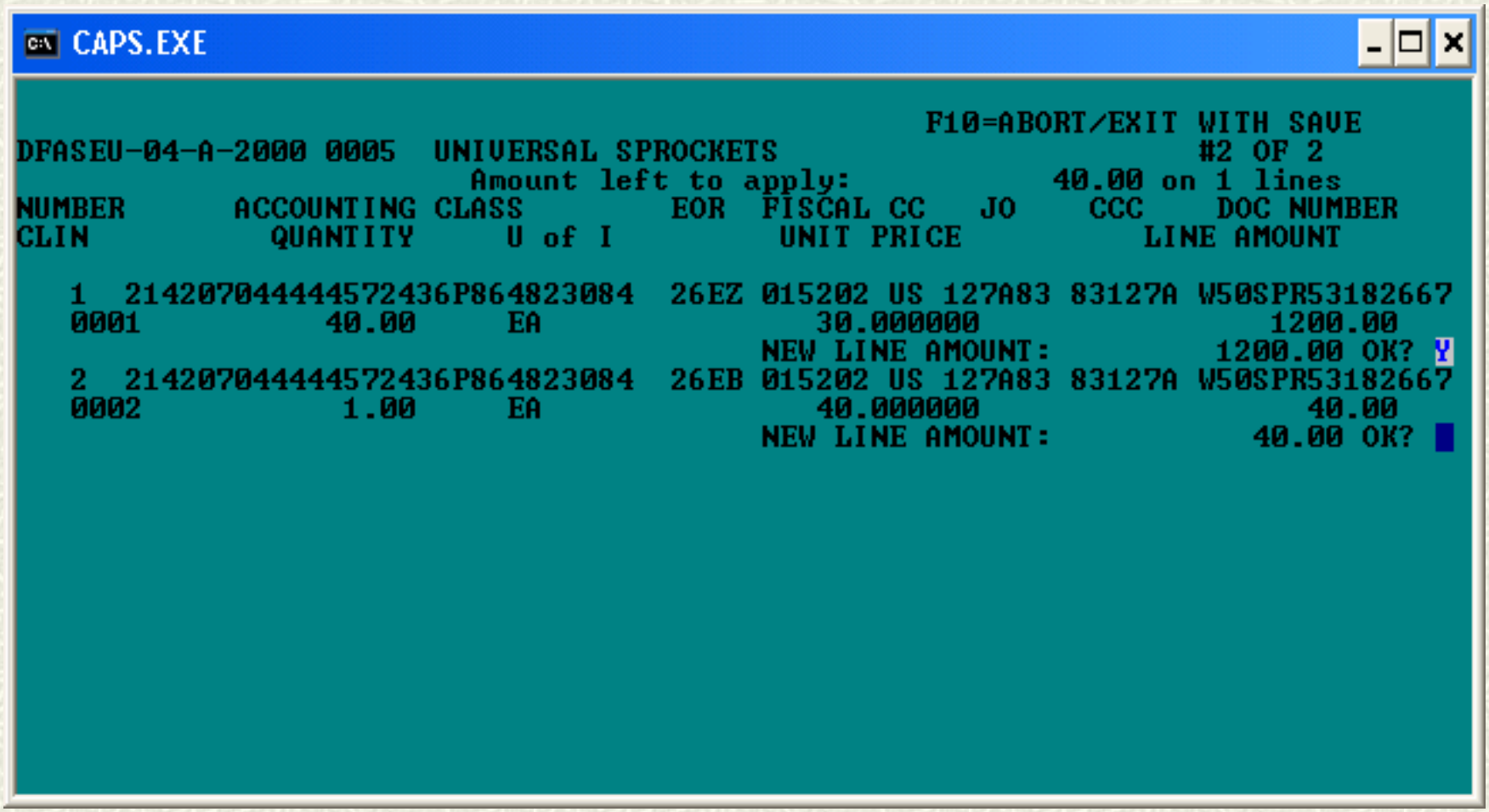
REMIT-TO SCREEN



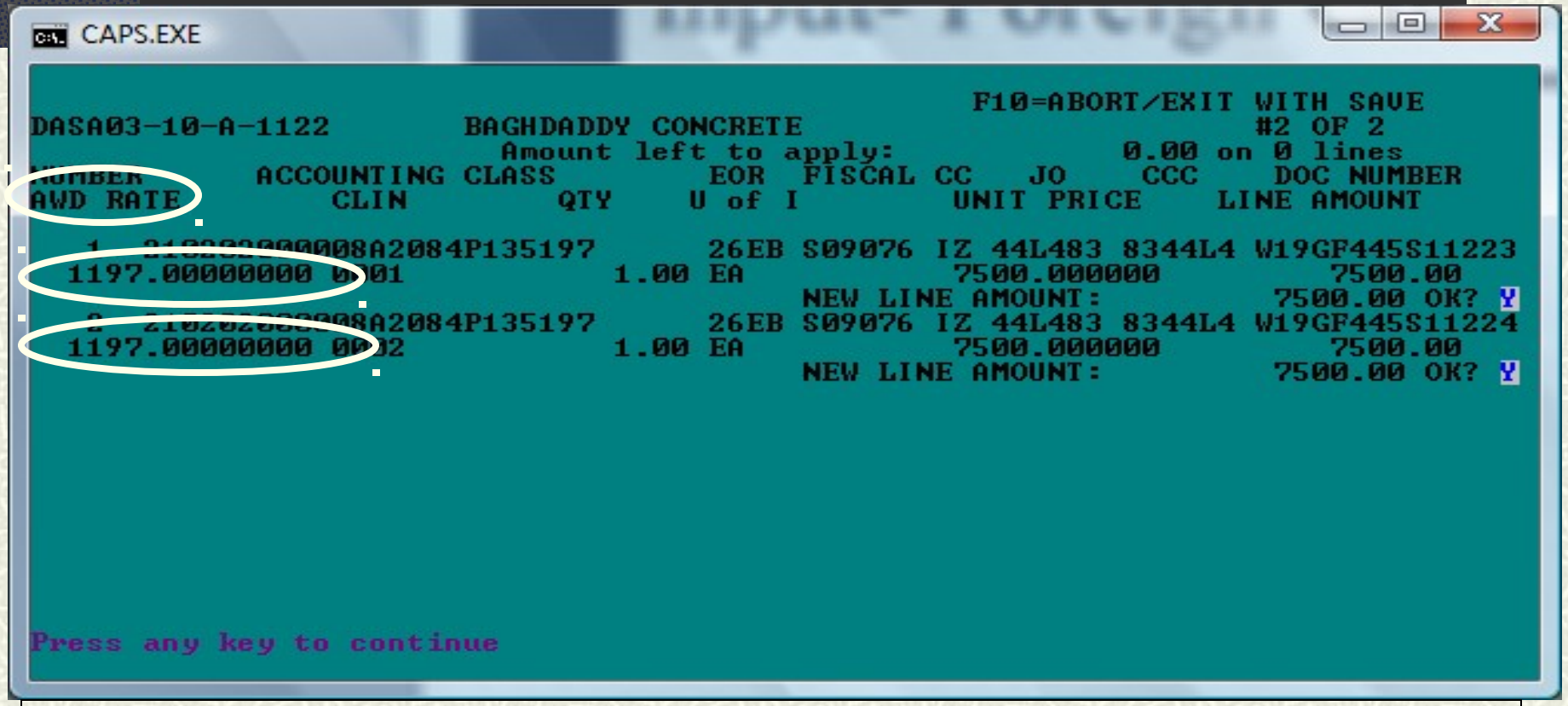
REMIT-TO SCREEN - FOREIGN EFT



input – U.S. Currency Contract



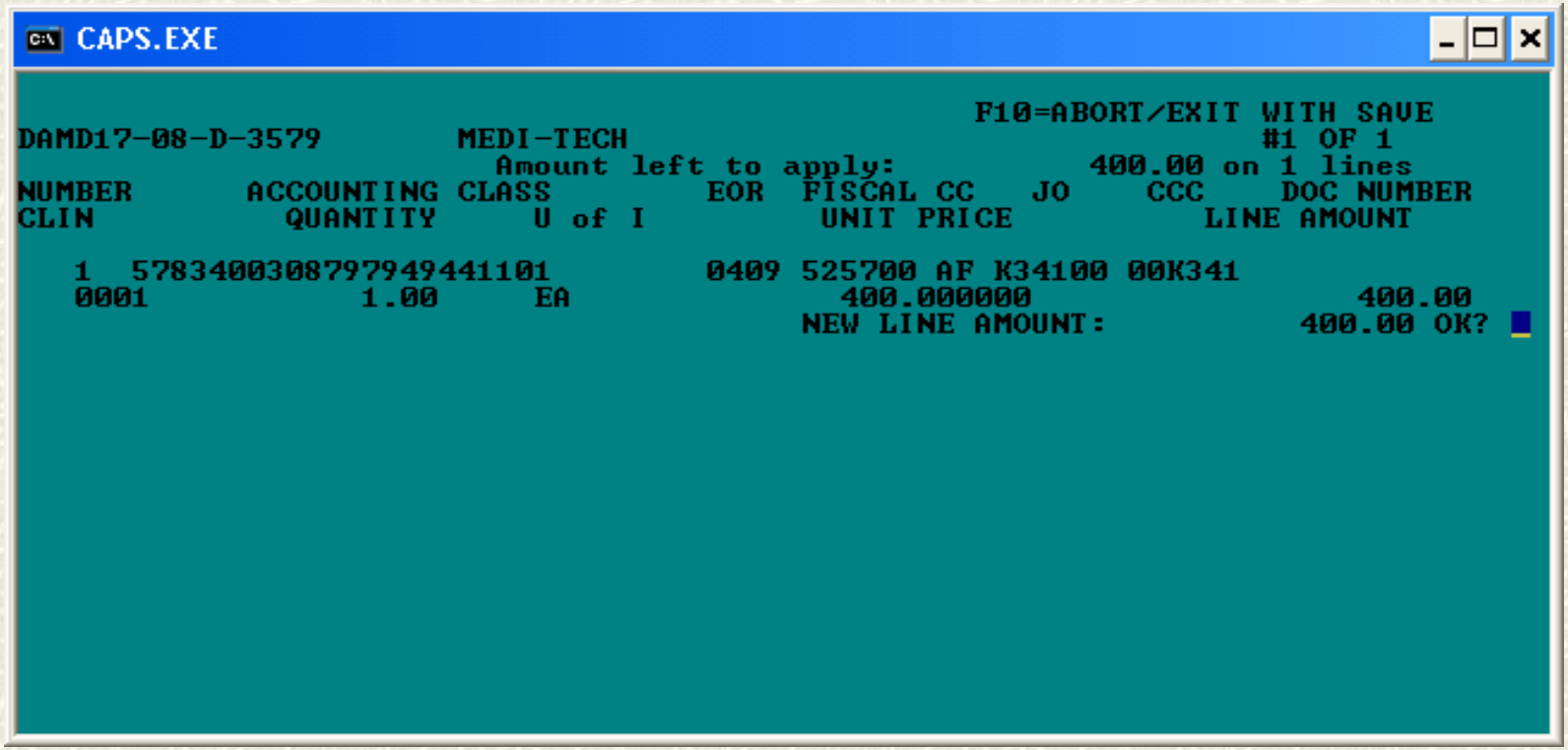
accounting line input- Foreign Currency



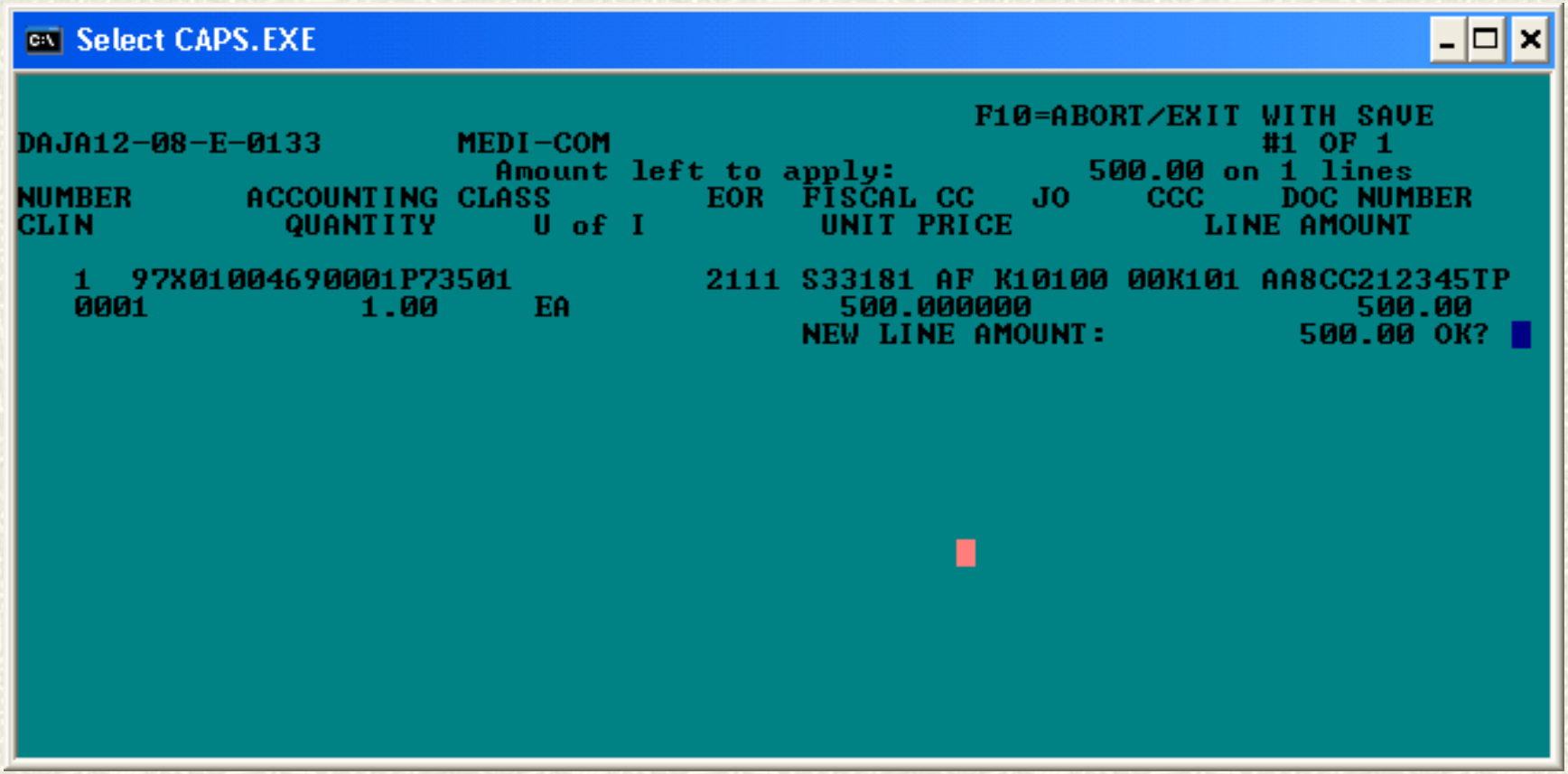
-When inputting a contract that is written in Foreign Currency, an Award Rate must be entered.

-The award rate is issued at the beginning of each FY by accounting.

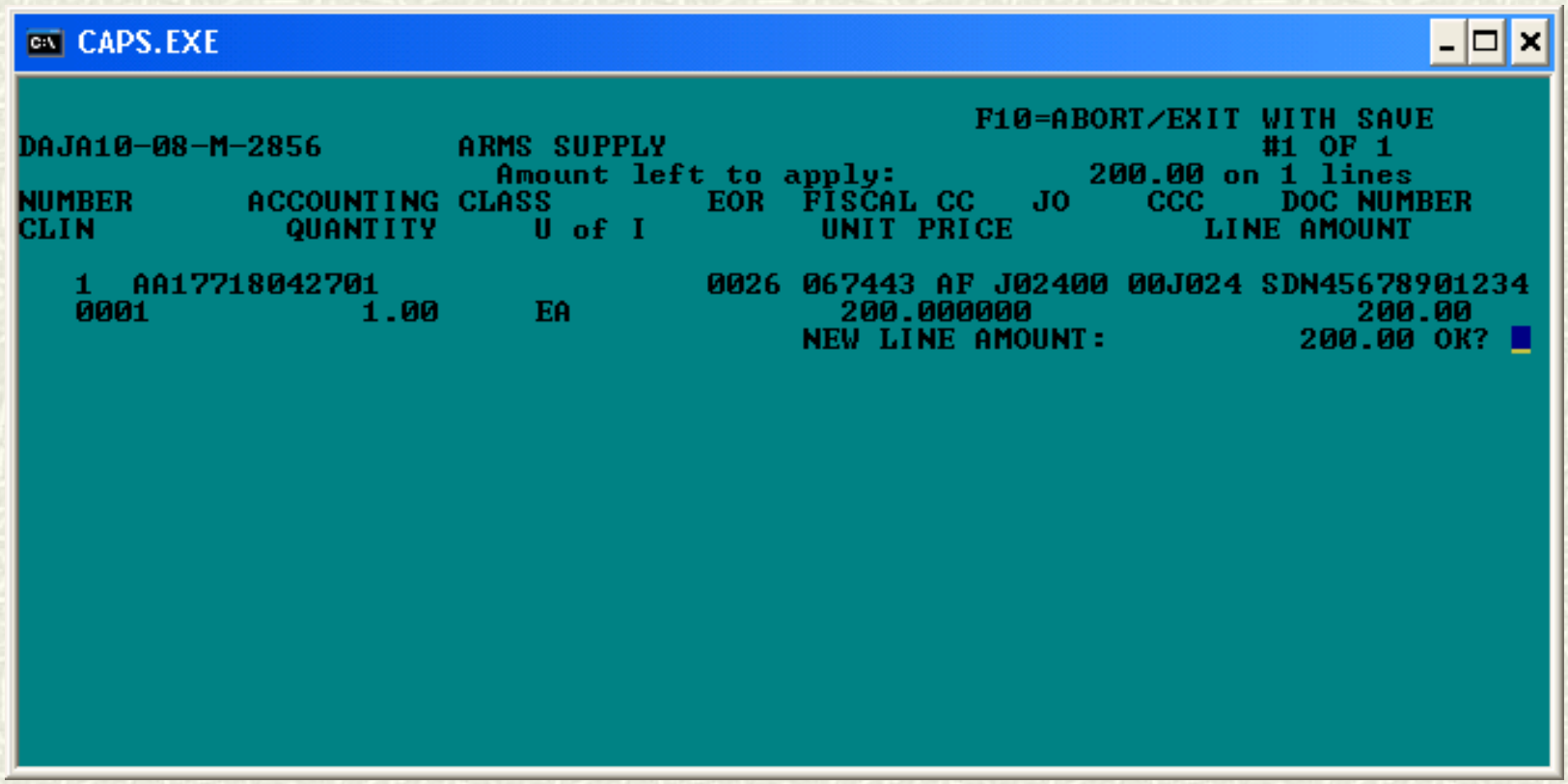
Air Force LOA



DOD LOA


Select CAPS.EXE
F10=ABORT/EXIT WITH SAVE
DAJA12-08-E-0133 MEDI-COM #1 OF 1
Amount left to apply: 500.00 on 1 lines
NUMBER ACCOUNTING CLASS EOR FISCAL CC JO CCC DOC NUMBER
CLIN QUANTITY U of I UNIT PRICE LINE AMOUNT
1 97X0100469000 1P73501 2111 S33181 AF K10100 00K101 AA8CC212345TP
0001 1.00 EA 500.000000 500.00
NEW LINE AMOUNT: 500.00 OK?

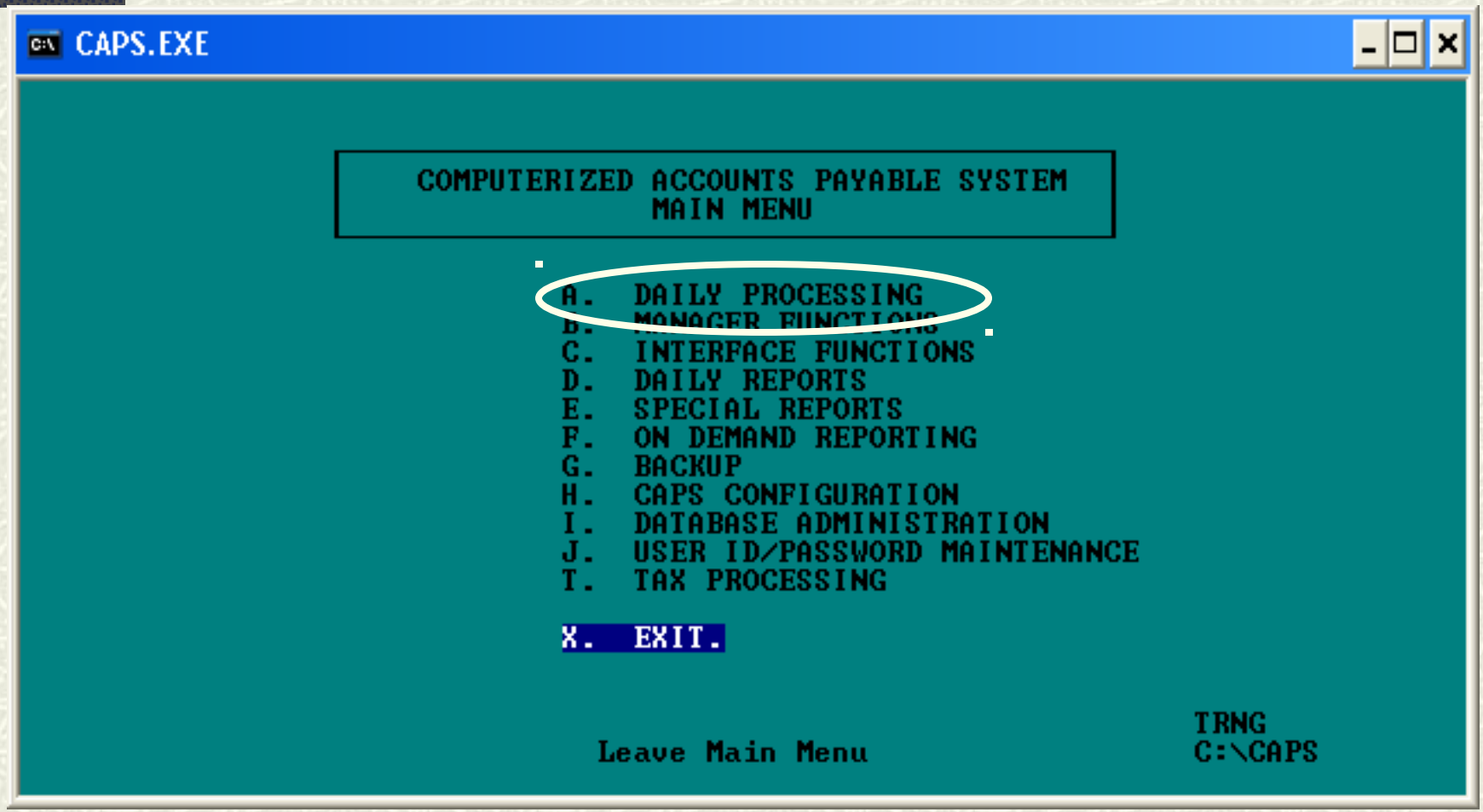
Navy/Marine LOA



INPUTTING MODIFICATIONS

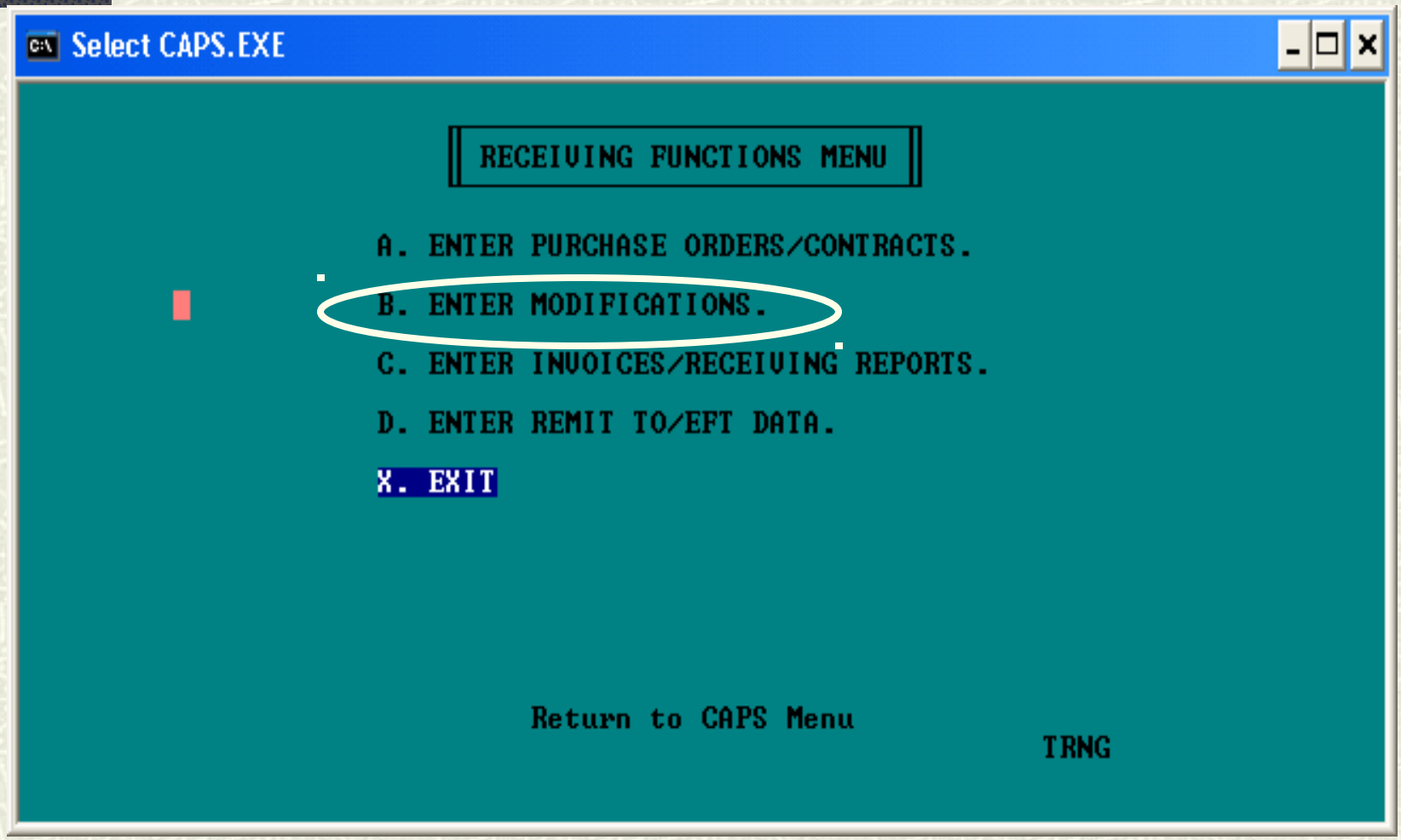
- To change the terms of the contract, the contracting officer must issue a Modification.
- It is a legal document, just like the contract; any change listed on the modification changes the contract.
- The procedure for inputting a modification is similar to those just covered for entering a new PO.

Input Modification – Step 1

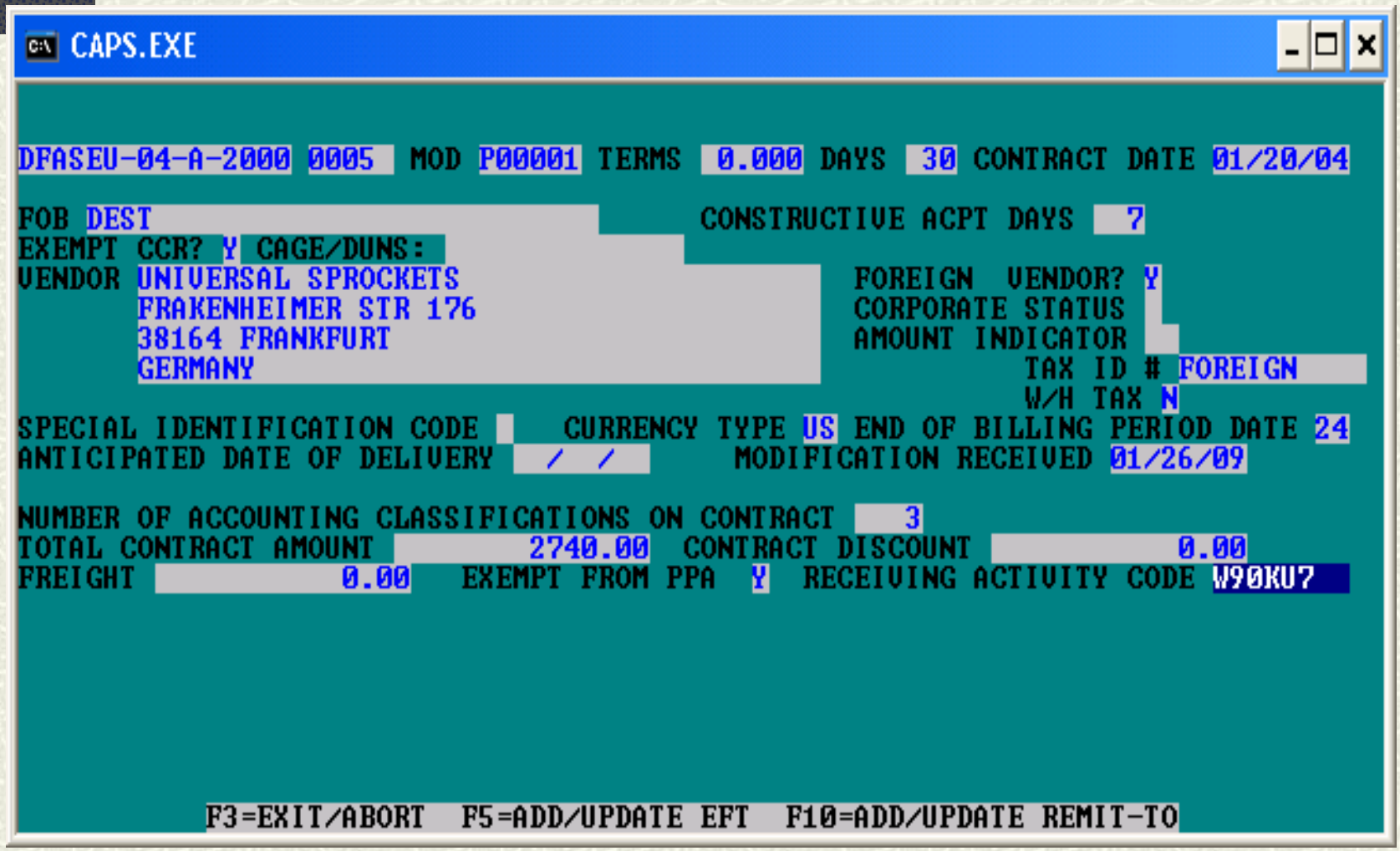


Input Modification – Step 2

Input Modification – Step 3



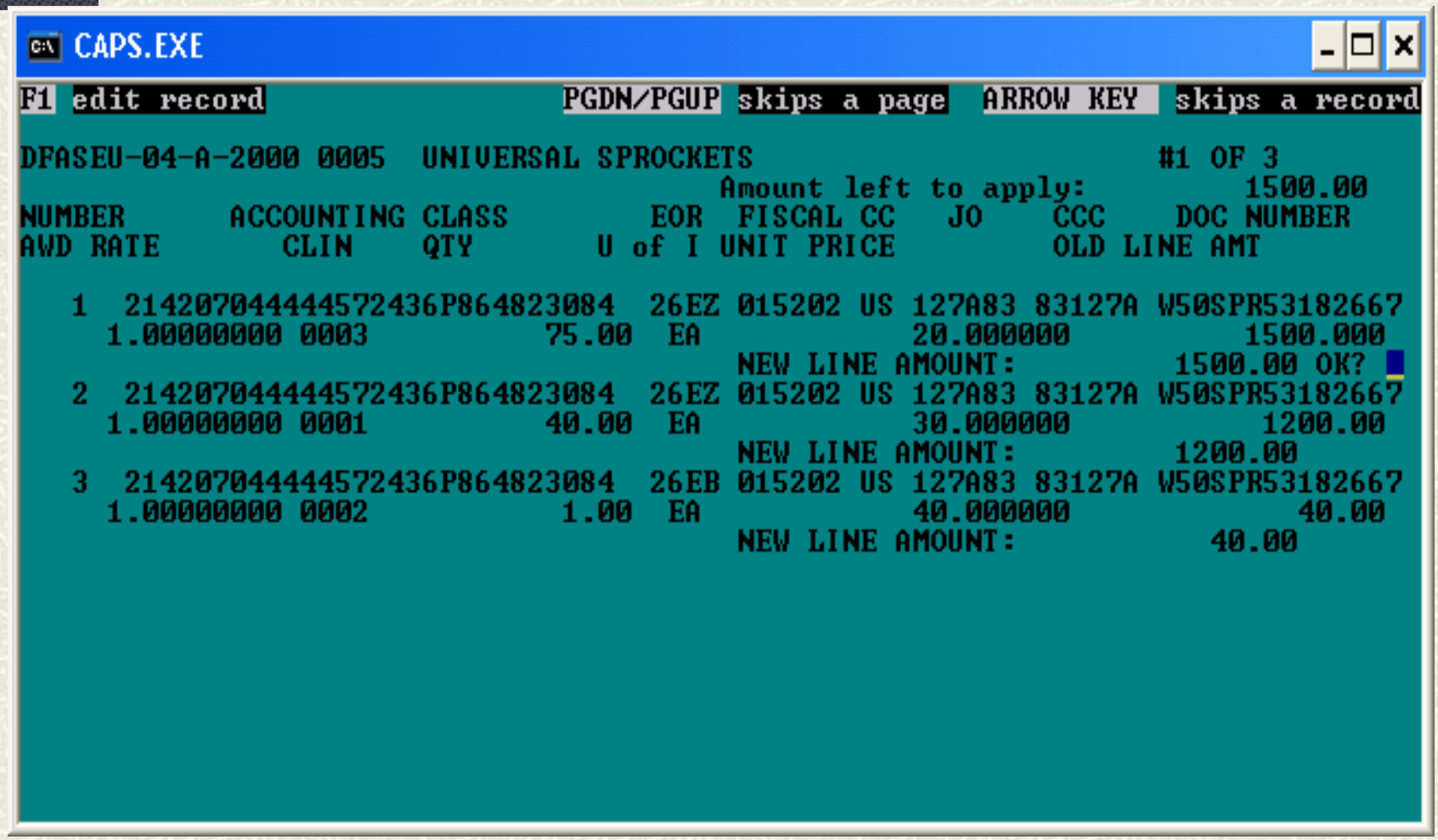
MODIFICATIONS



EDITING DATA

- Press **Enter** to accept the default of **N** at the prompt asking; “Does this modification extend the contract?” in most cases.
- Note: Usually you accept the default of **N** and only change the default to
  - **Y** if the modification really does extend the contract.
  - **Entering a Y at this prompt will change all finals or supplemental to partials. DO NOT** press **Y** unless sure.

Adding a LOA for new CLIN



ACCOUNTING CLASS MODIFICATIONS

- Determine the action for the prompt asking “Do you want to update individual accounts?”. (lines of accounting)

IF you …	**THEN…**
do not need to correct the LOA(s)	press ENTER to accept the default of N and the system will return to the Enter Modification screen.
need to correct the LOA(s)	•change the default to Y

ACCOUNTING CLASS MODIFICATIONS

IF you …	**THEN…**
want to edit a specific record	use the arrow keys to go to the record. Press **F1** to select it and then correct it.
want to edit all records	press **F1** to select each record. Then correct the record.
do not see the record you want	use the **PGUP/PGDN** to skip a page until you find the record. Press **F1** to select it and then correct it.
do not see the LOA that needs correcting or want to exit.	press **F10** to exit.

Press **F10** to save the changes and exit.

EXCEPTIONS TO MODIFICATIONS

- There are a few exceptions concerning modifying the contract input.

  - The reduction of a CLIN(s) in an existing PO can only be accomplished if there have been no payments made on that CLIN.

  - To delete a CLIN, go to the **CLIN** line to be deleted and press **F1**. Then Enter **.000001** in the **UNIT PRICE** field. Enter **Y** in the **OK** field and press **Enter.**

  - **DEL** appears next to the amount indicating the CLIN will be deleted when the modification update is completed.

EXCEPTIONS TO MODIFICATIONS

- There are a few exceptions concerning modifying the contract input.
  - The exempt from PPA cannot be changed if a payment has been made.
  - To delete or correct EFT information:
  - Press **F5** to display the input/correction of EFT data screen. Type **DEL** in the **EFT** type field. (**The F5 key is not available for foreign vendors**)

Module 3

Input
Invoices and Receiving Reports
into CAPS-C

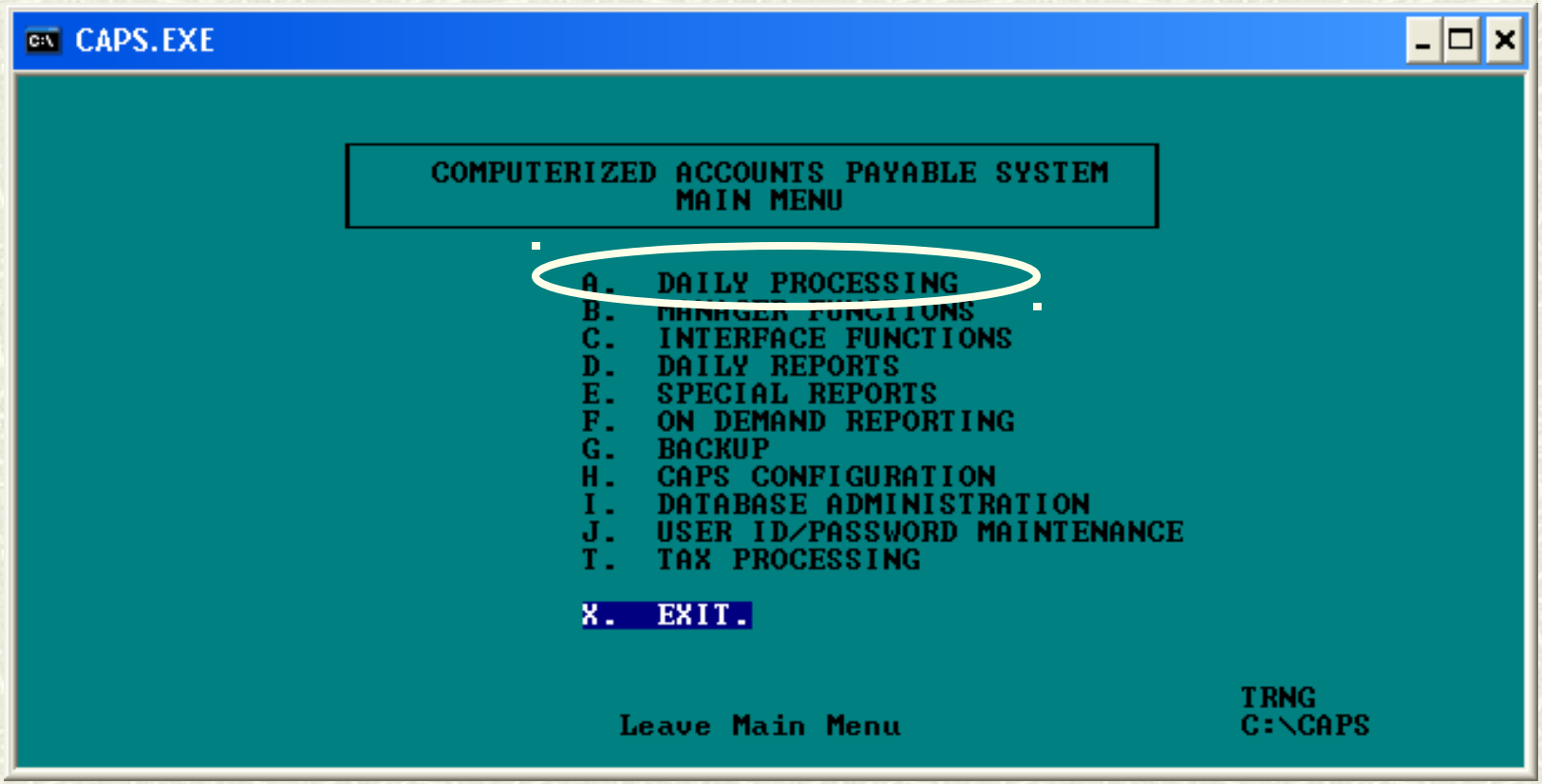
INTRODUCTION

- This section covers inputting invoices and/or receiving reports (RR).
- Invoices and receiving reports can be received and entered separately or at the same time.
- It is important to ensure that when the invoice and receiving report are received at your location, they match up in the system.

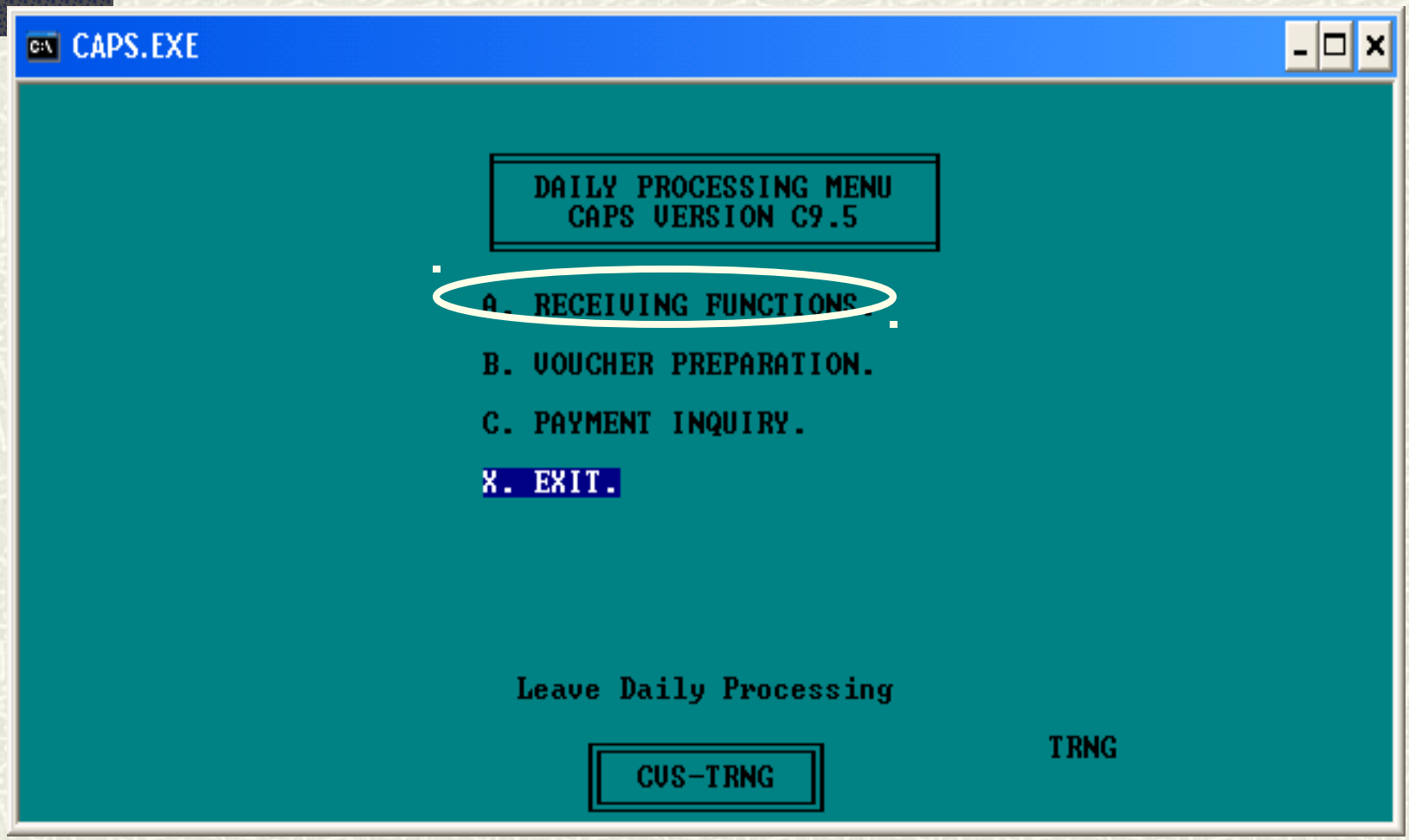
INTRODUCTION CONT'D

- The invoice should be in the same currency as the contract.
- If it is not the same as the contract, in most cases the invoice should be returned to the vendor. Check with your lead/supervisor for local policy.
- If the invoice is in legacy currency, then the invoice must be converted to the legacy currency used in the contract.

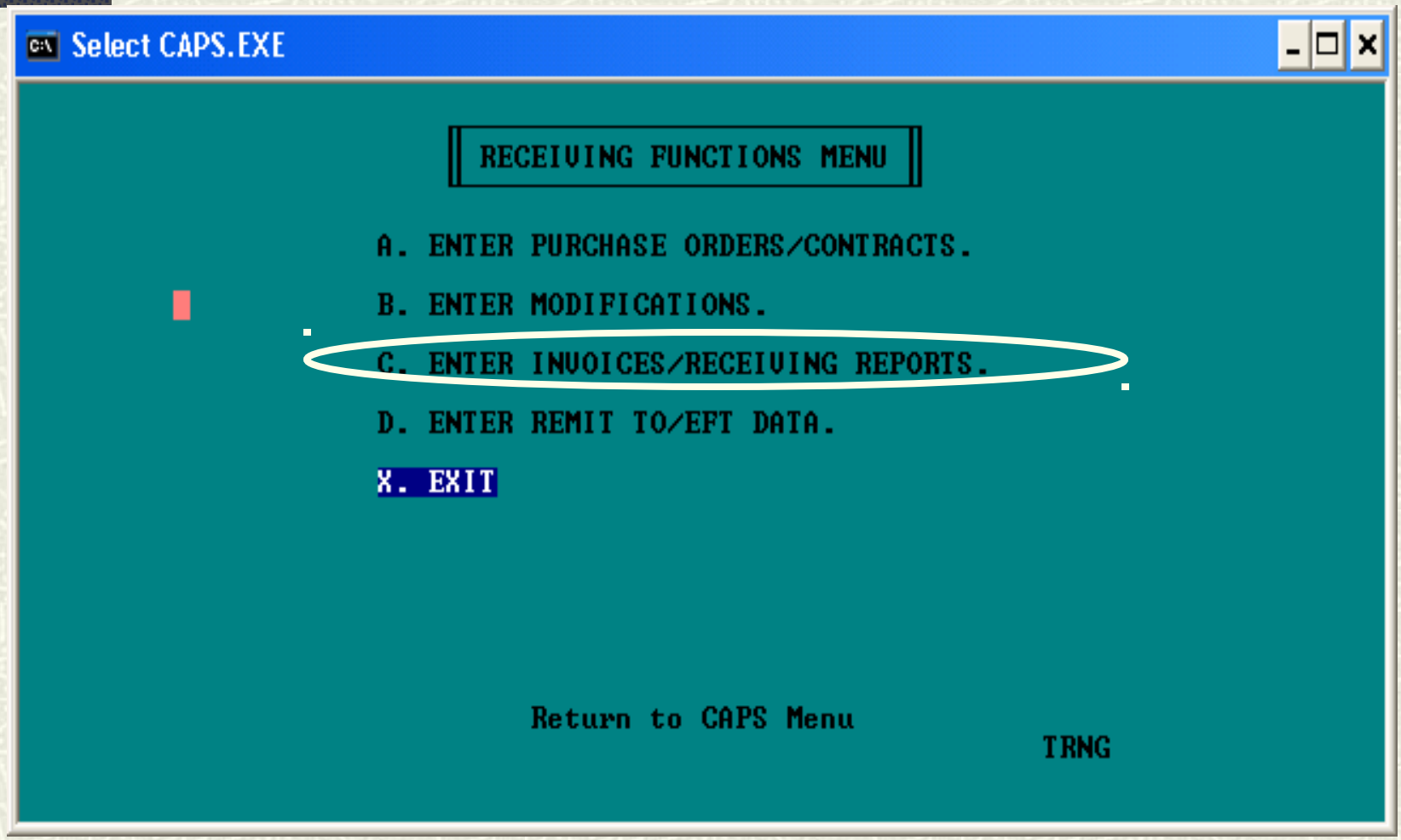
Inputting Invoices and RRs – Step 1



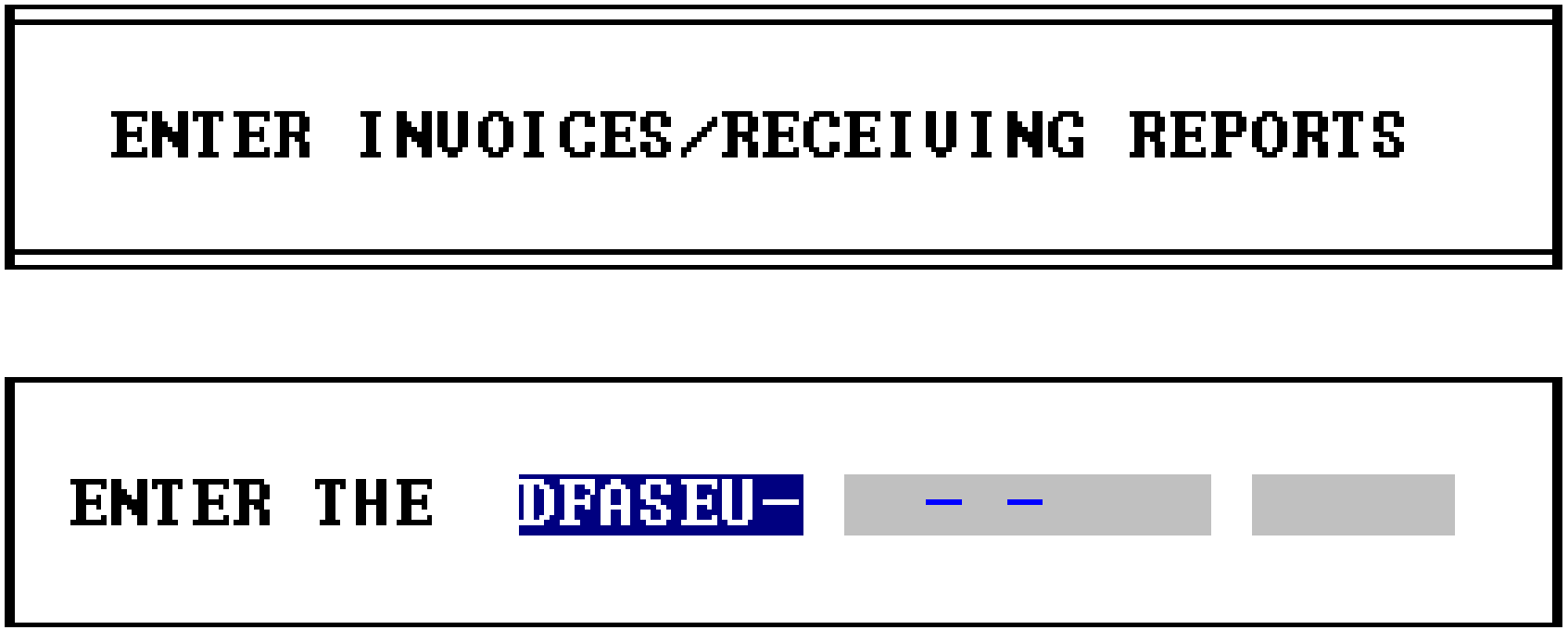
Inputting Invoices and RRs – Step 2



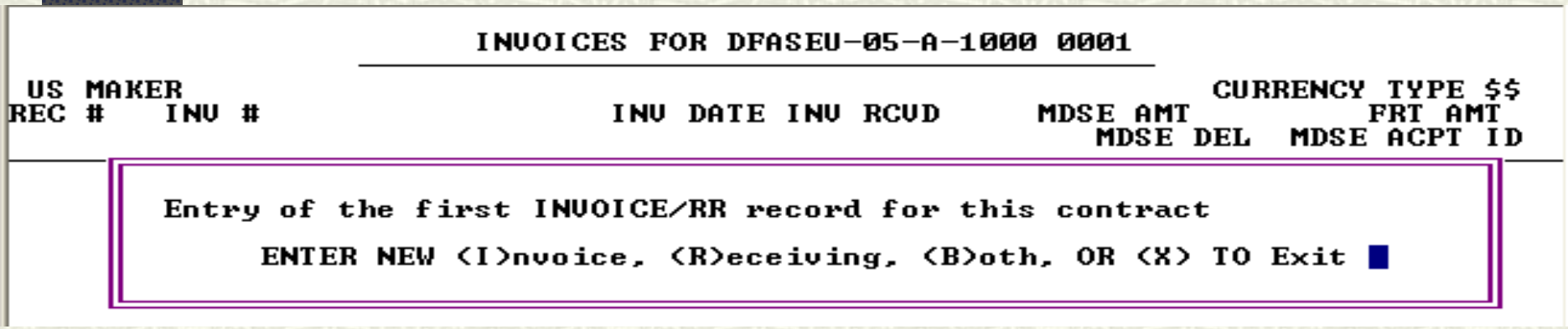
Inputting Invoices and RRs – Step 3



Inputting Invoices and RRs – Step 3



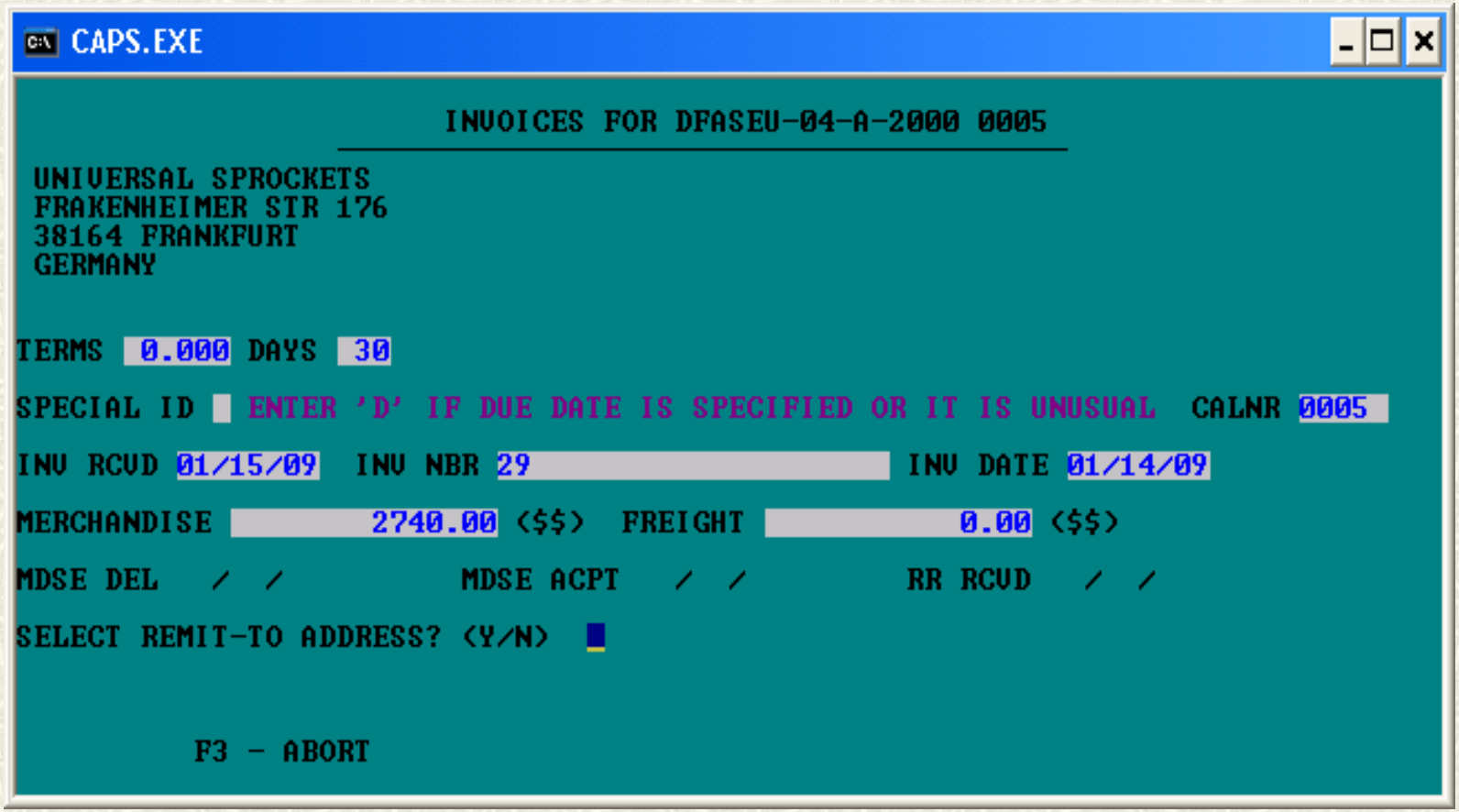
INVOICES AND RR'S



- **<I>** - enter an invoice only
- **<R>** -enter a receiving report/acceptance only
- **<B>** -enter both at the same time, and
- **<X>** -exit the screen.

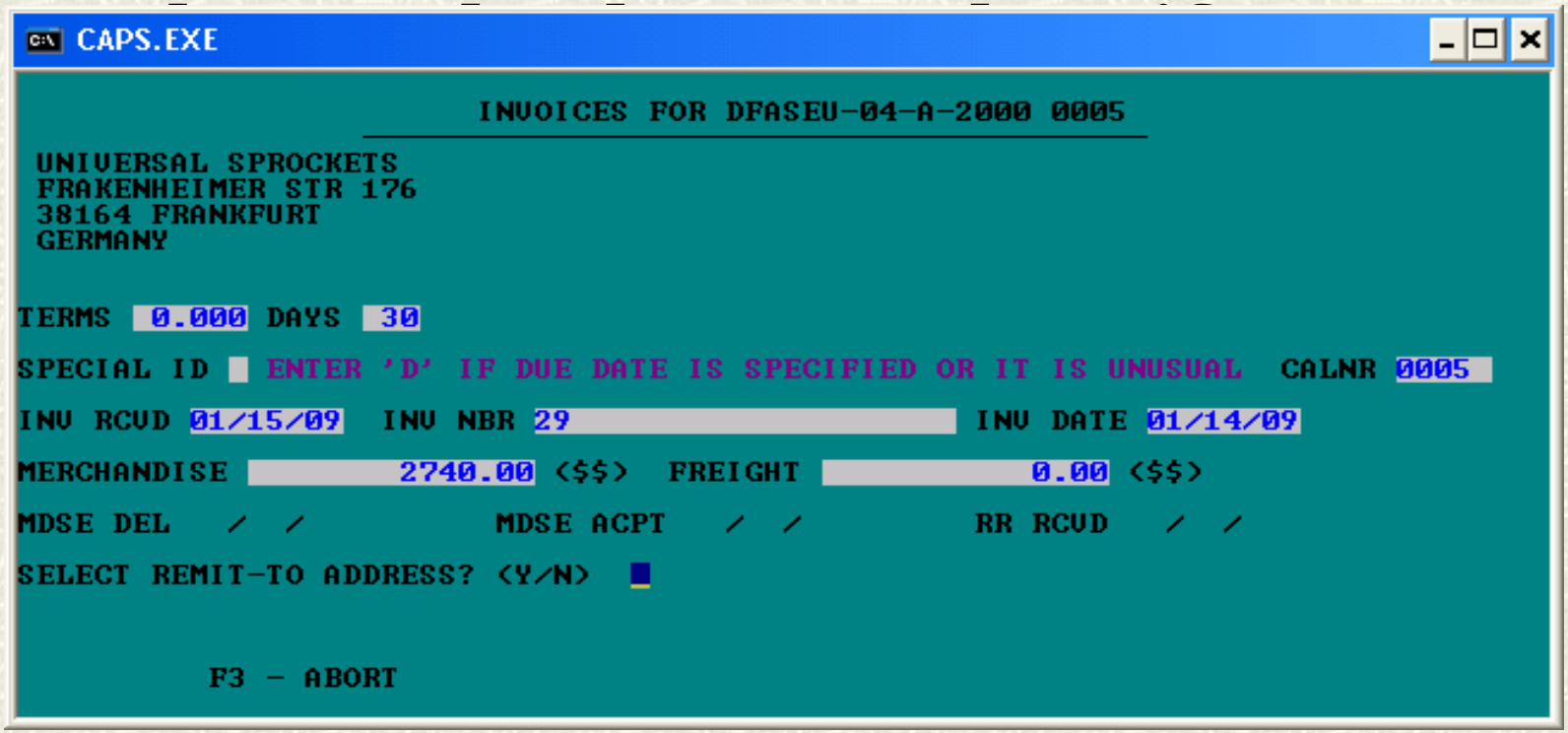
INPUTTING AN INVOICE ONLY

- **All data comes from the invoice**

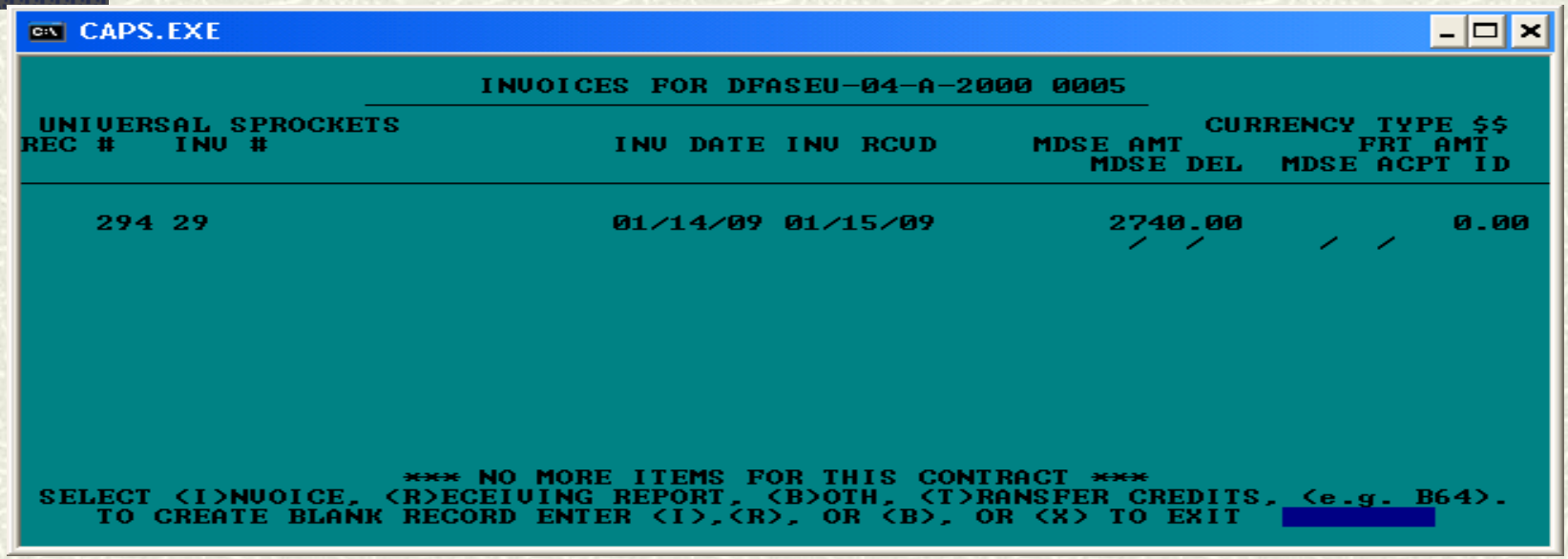


INPUTTING AN INVOICE ONLY

- **Ensure that the remit-to address matches what is on the invoice.**



INPUTTING AN INVOICE ONLY



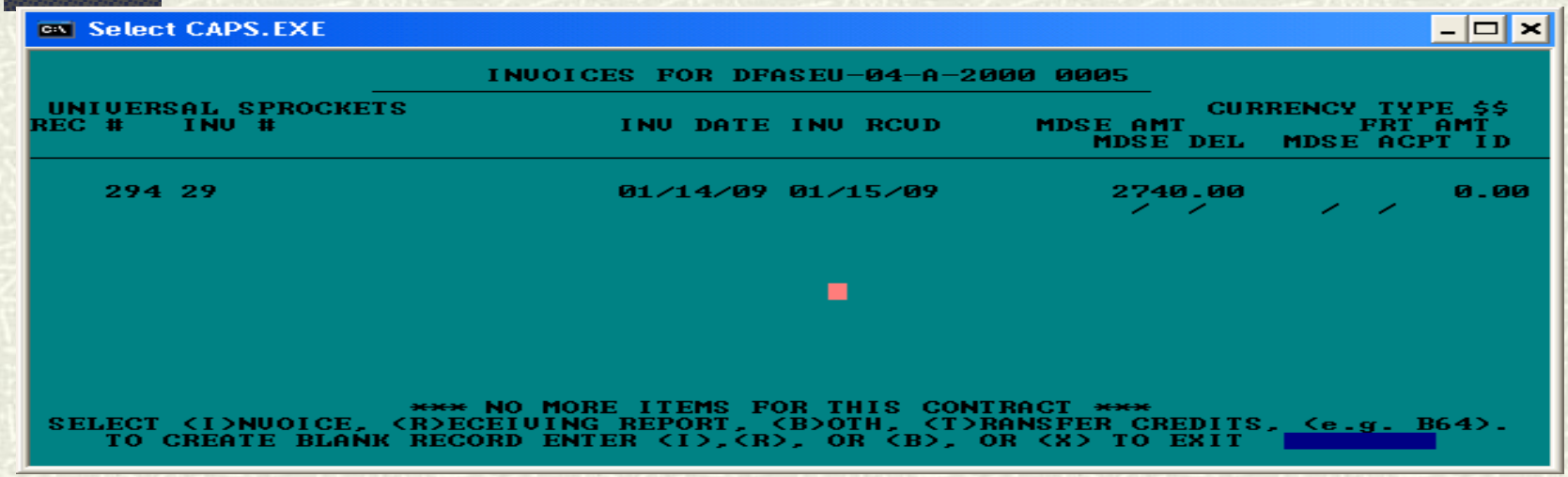
- **After input is completed, the screen should look like this.**

****If no more invoices or receiving reports need be input on this contract, you must exit before inputting other documents, or you will enter them under this**

INPUT RECEIVING REPORT ONLY

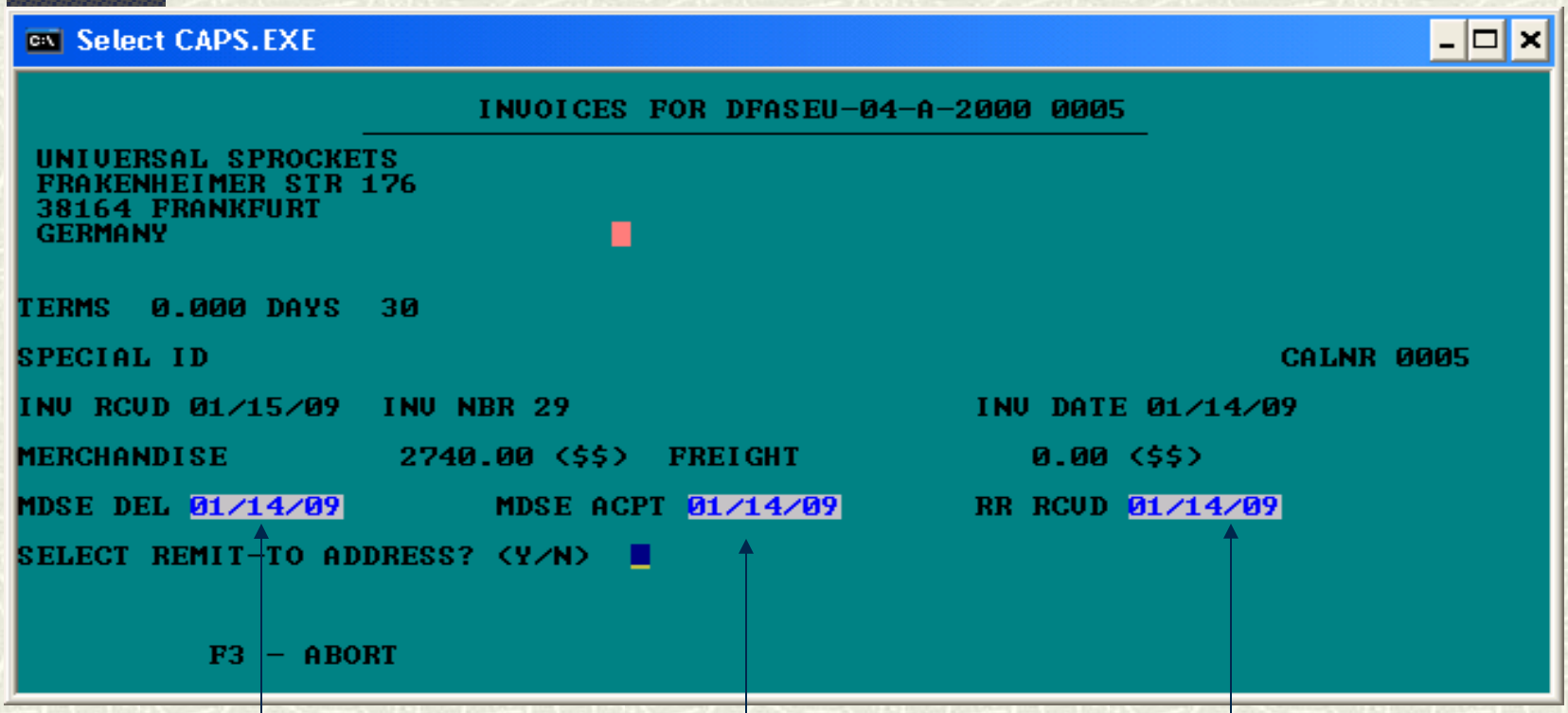
- Receiving Reports (RR)/Acceptances can be entered after, before, or at the same time that the invoice is entered.
- **When the invoice has already been entered, the RR must be matched up with the corresponding invoice.**
- In this lesson, the RRs are entered separately, after the invoices, so they must be matched.

INPUT RECEIVING REPORT ONLY



- **If you wanted to input a receiving report that matches invoice 294, then you input <R294>**
- **If the receiving report does not match any entered invoices, just**

INPUT RECEIVING REPORT ONLY



Date Received On DD250

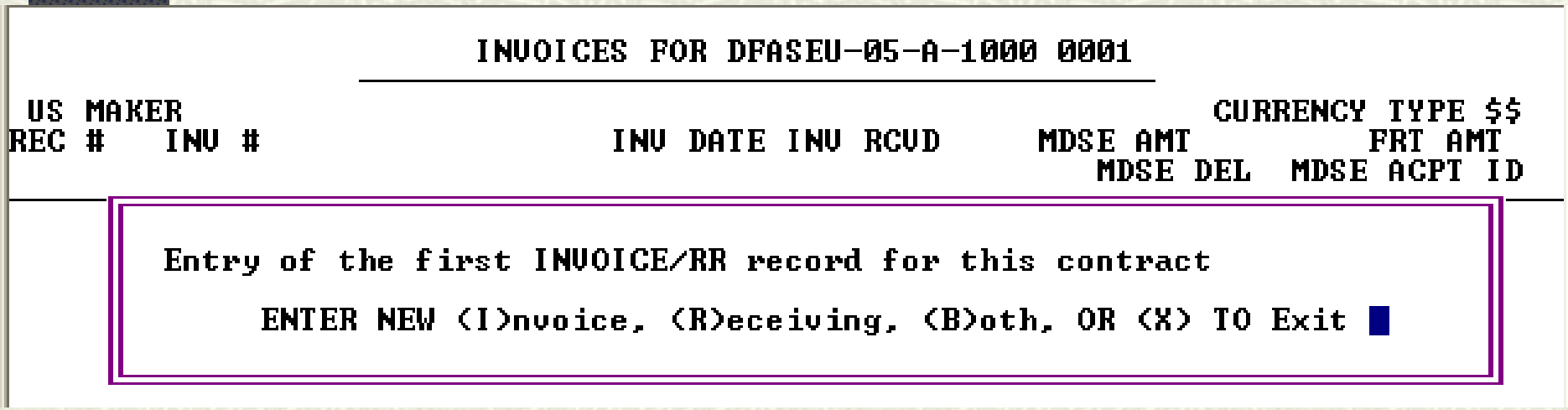
Date Accepted on DD250

Date Received in CVS office

INPUT INVOICES AND RR'S (Both)

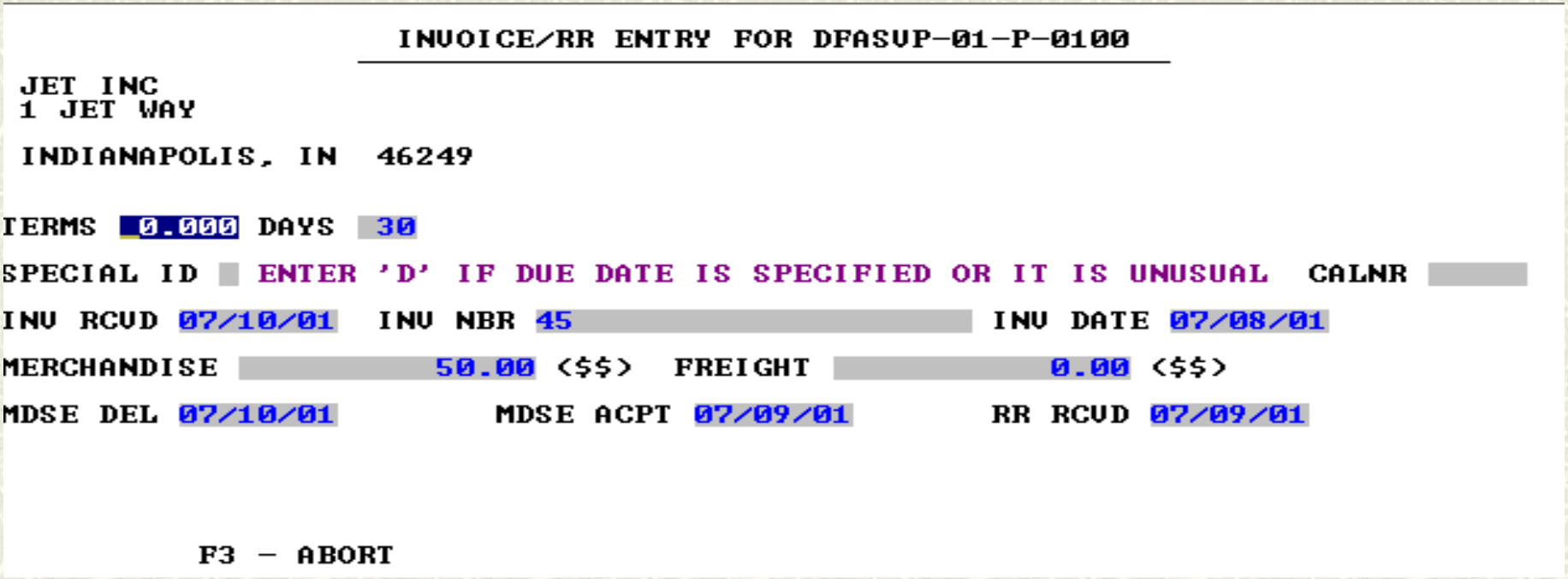
- When invoices and RRs are received together, they are entered at the same time.
- This eliminates the need to match documents in the system and also creates less opportunity for a potential input error.
- This is the preferred method of input.

INPUT INVOICES AND RR'S



- Enter <B> to input the invoice and Receiving Report at the same time.

INPUT BOTH INV and RR



- Input Procedures remain the same for the Invoice and Receiving Report data.

Module 4

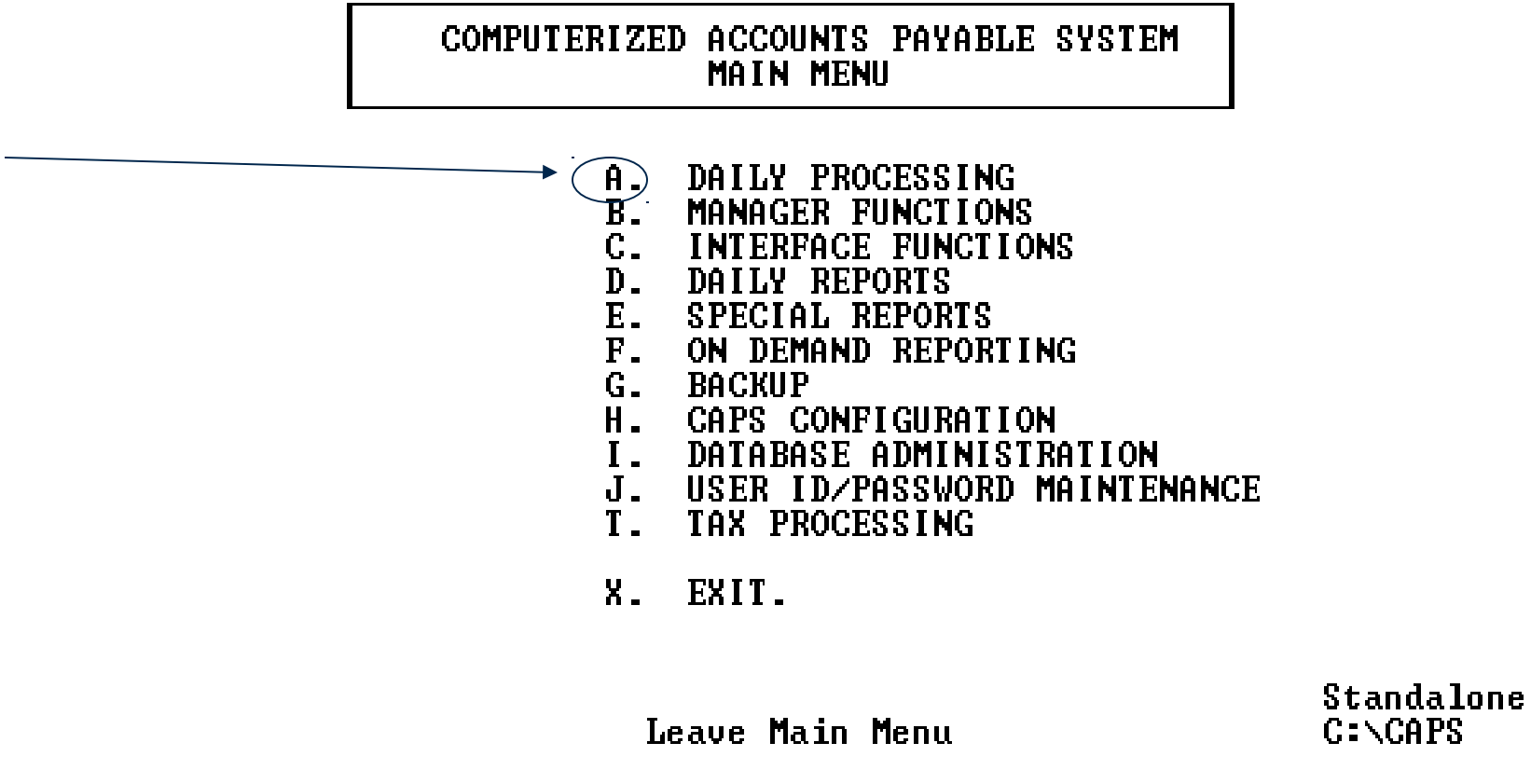
Computing Vouchers

INTRODUCTION

- Once the contract, invoice(s), and Receiving Report(s) have been entered, the contract is ready to be prepared for payment.

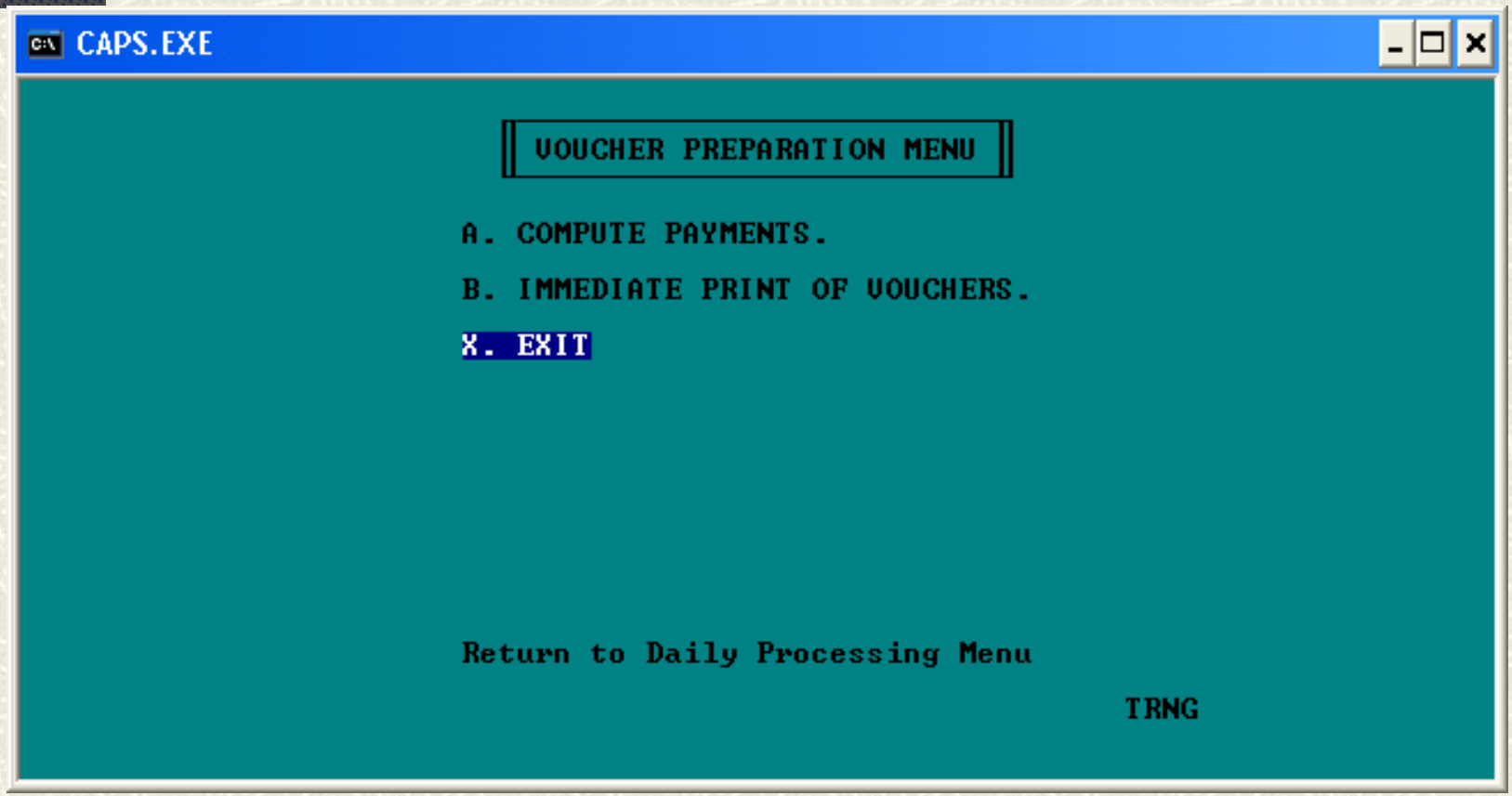
- Computing payments requires attention-to-detail. Once the payment is computed, it can not be modified. The only to make a change is for an auditor to delete the payment or to change the status.

Computing Vouchers – Step 1

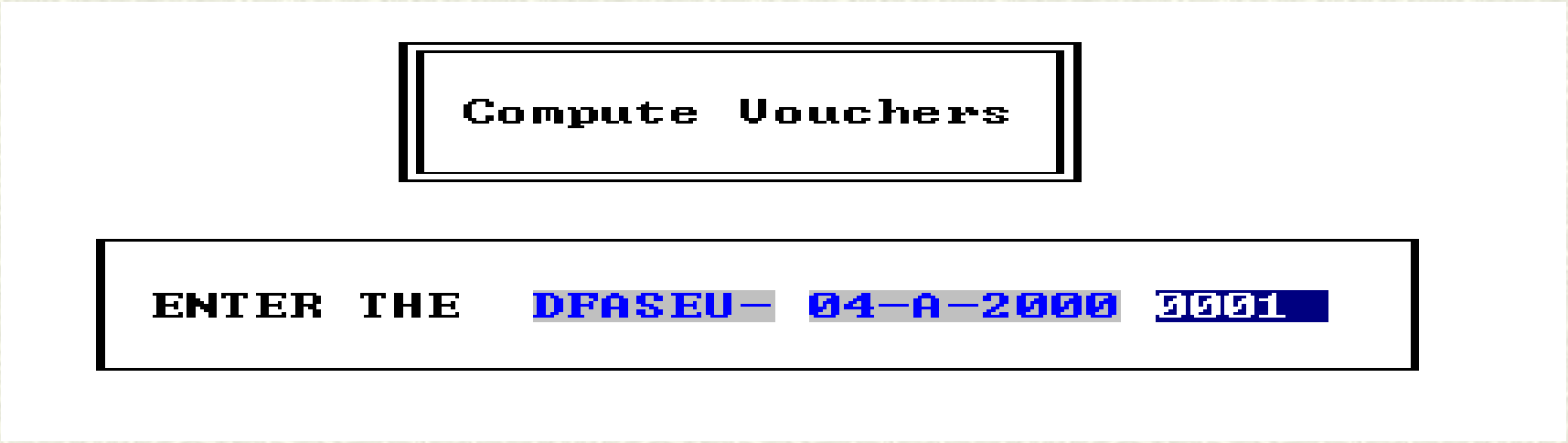


Computing Vouchers – Step 2

Computing Vouchers – Step 3

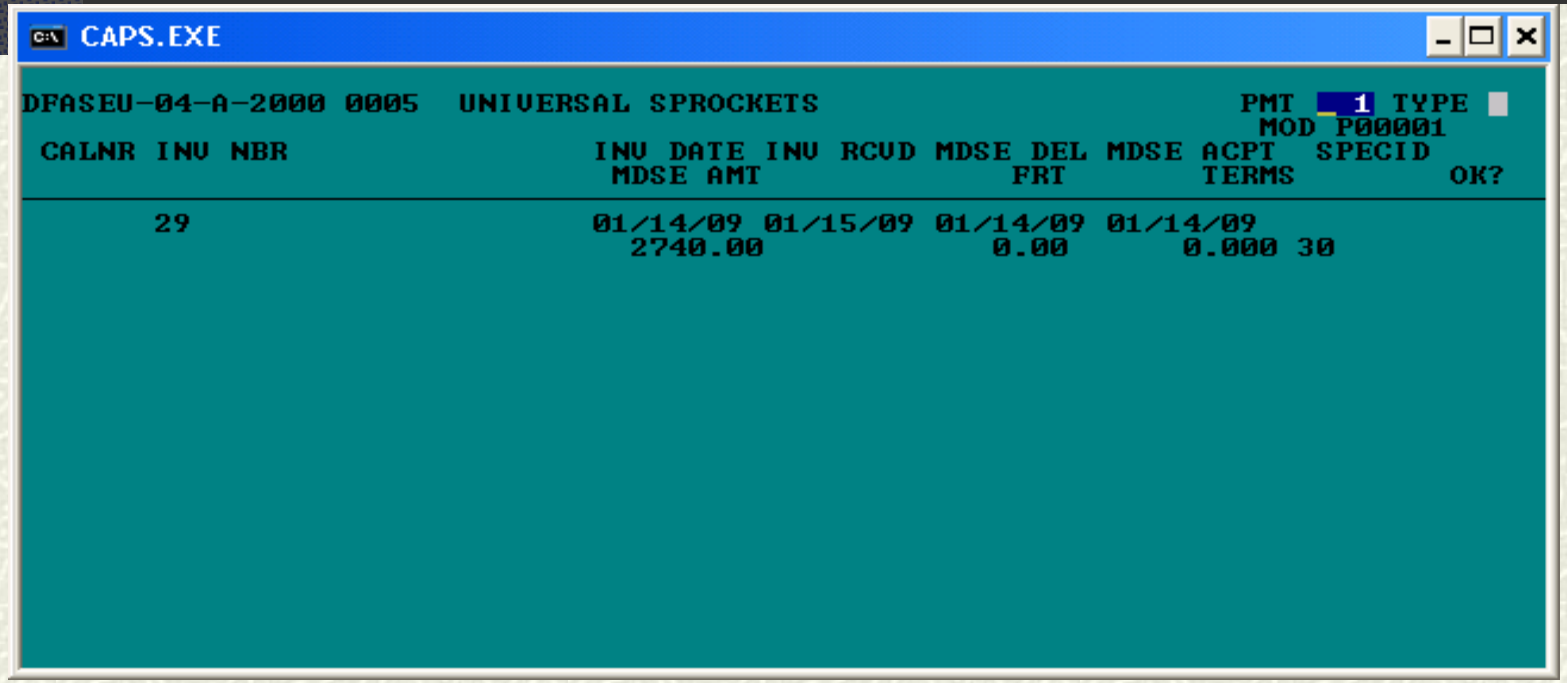


COMPUTING VOUCHERS



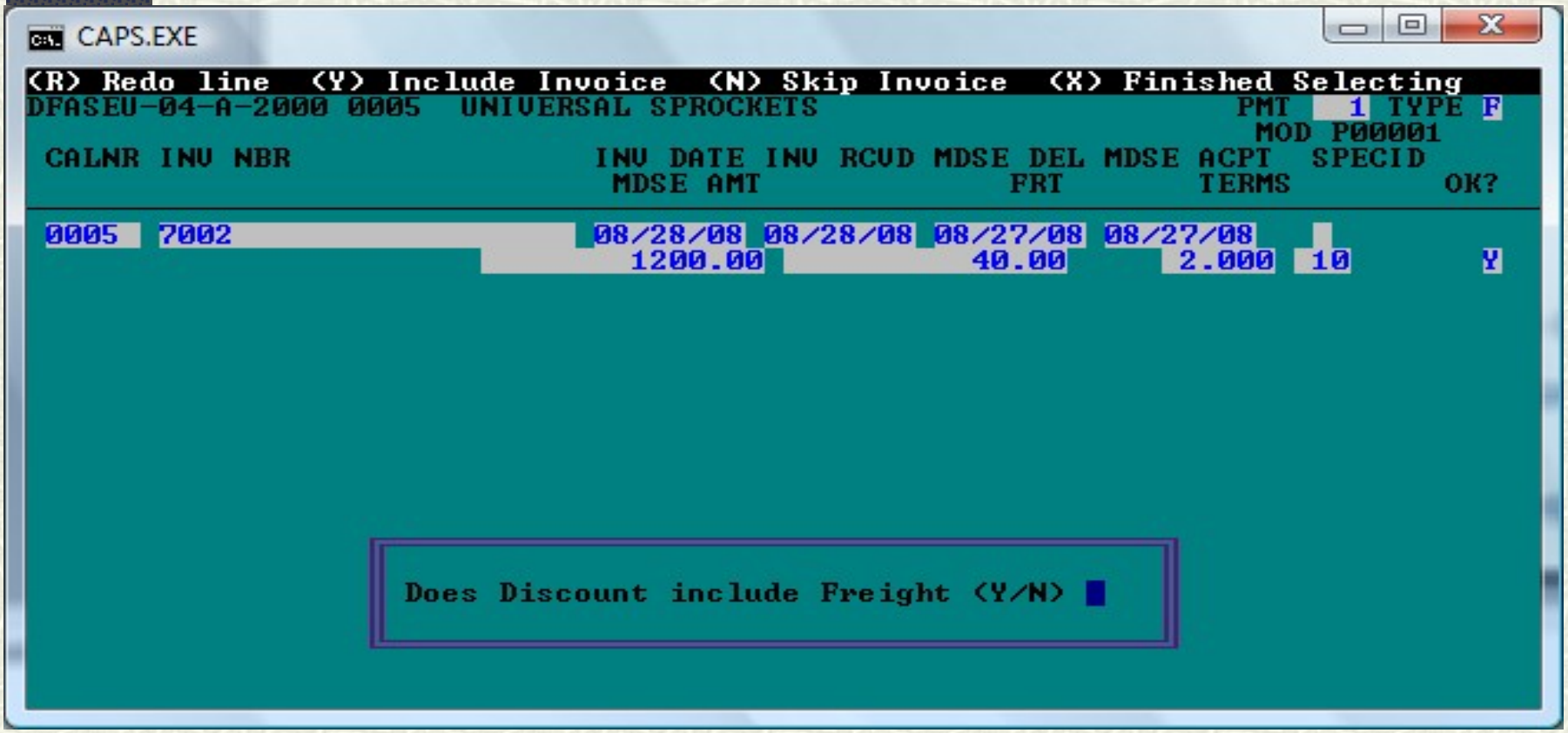
Insert the contract number that you are making the payment under.

COMPUTING VOUCHERS



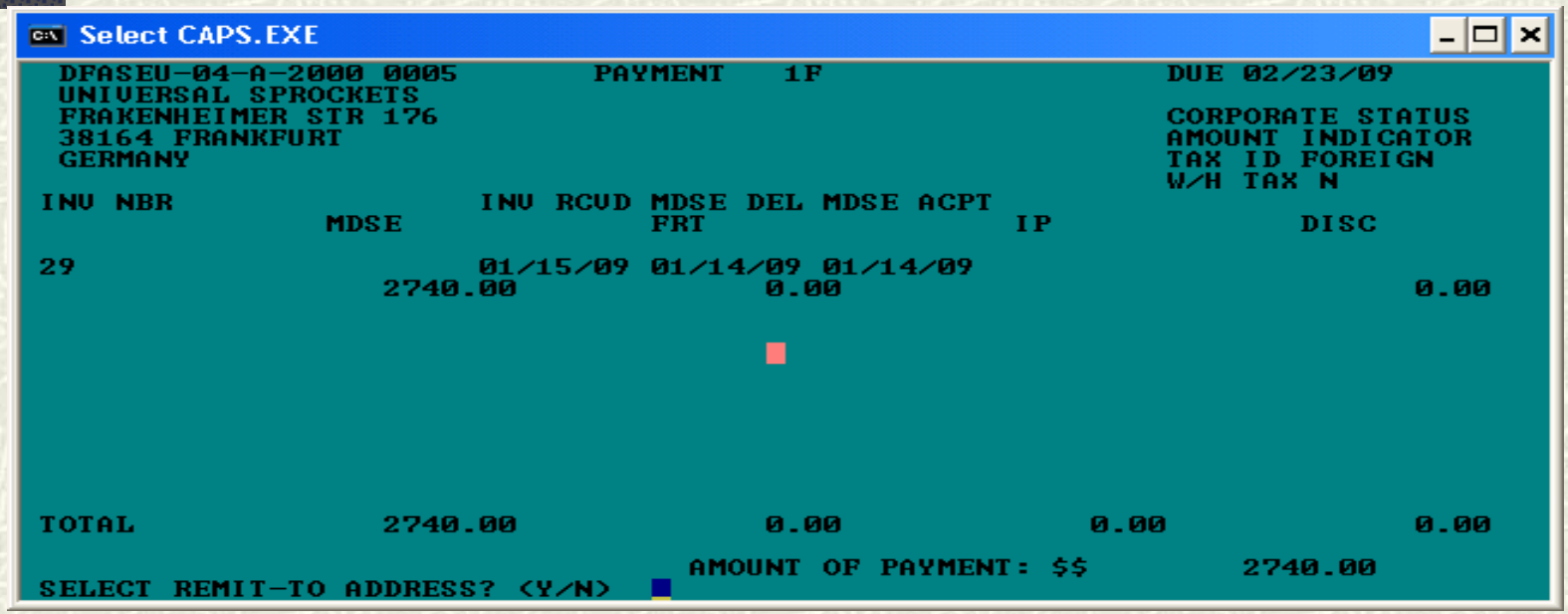
- Review the data for the outstanding payment. Ensure the data is correct.
- The system will automatically select the payment number based on any previous payments. If it is not right, enter the proper number.

COMPUTING VOUCHERS



- Discounts are not taken on freight unless the freight has a CLIN, making it merchandise.

COMPUTING VOUCHERS

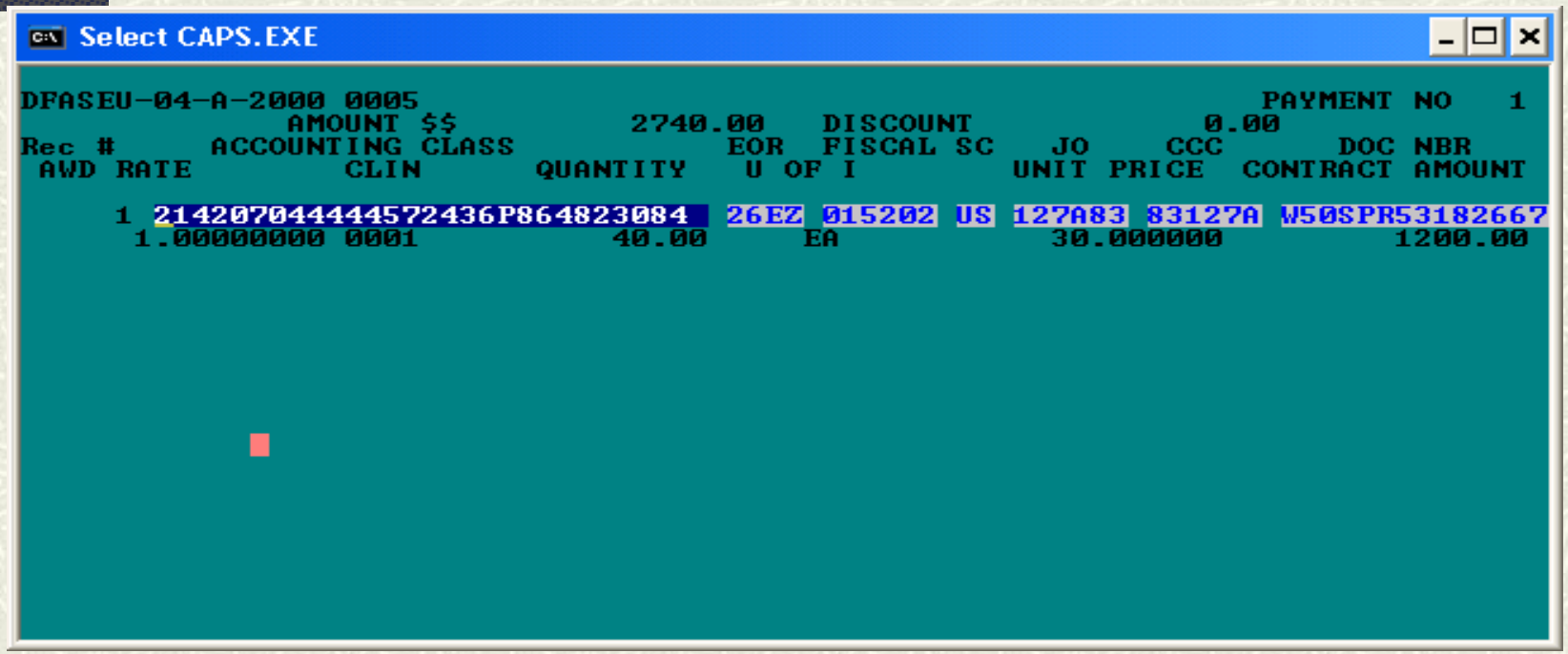


- The system will next go to the payment summary screen.
- Review the payment computation summary.
- The computer will ask if you need to change the Remit-to address
- Next, it will ask if you want to change the tax info.

COMPUTING VOUCHERS

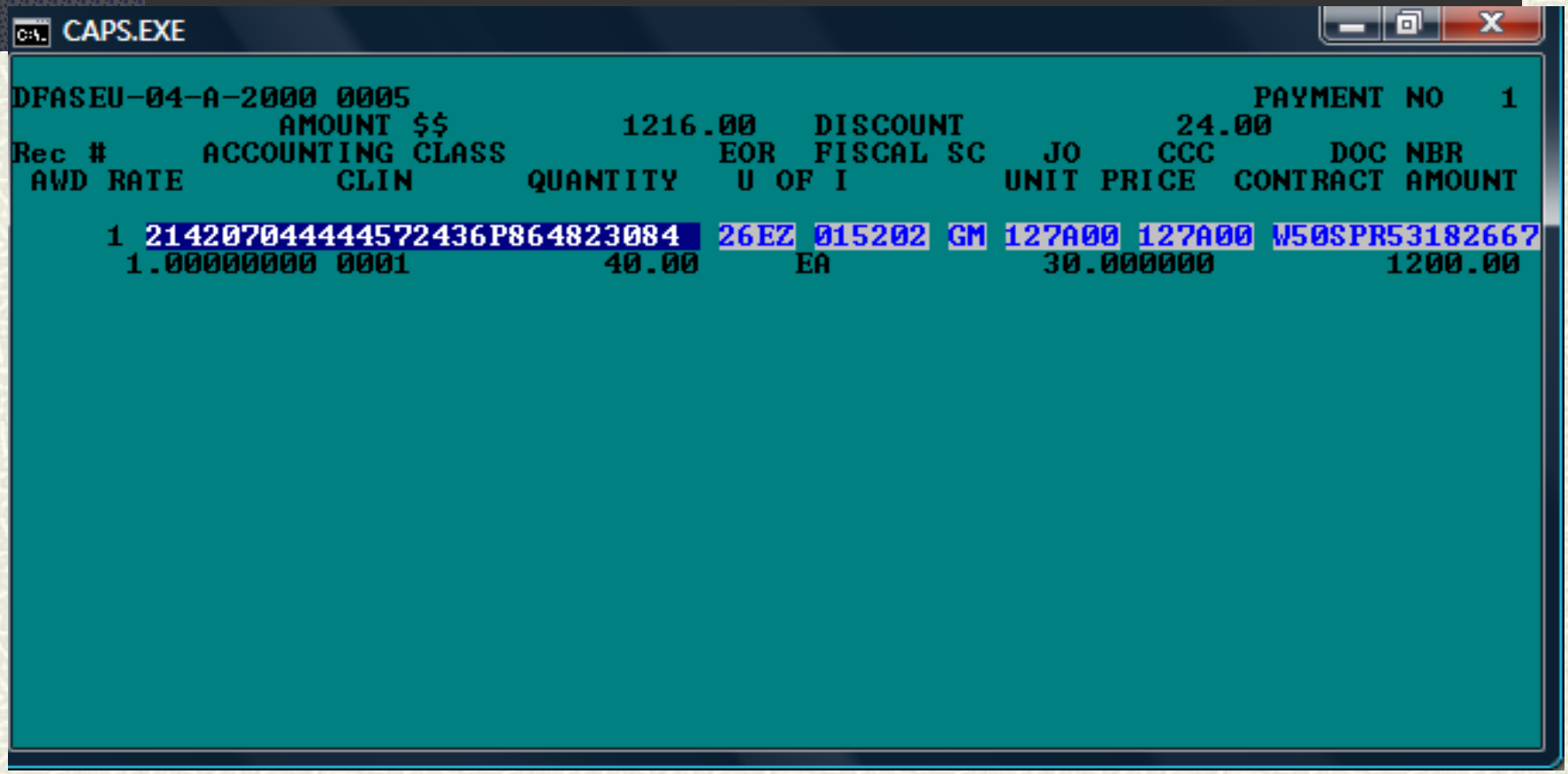
- System will next prompt for if it is correct for payment
  - If payment is correct, enter <Y>
  - If payment is incorrect, enter <N>, and it will ask again. Enter <N>

COMPUTING



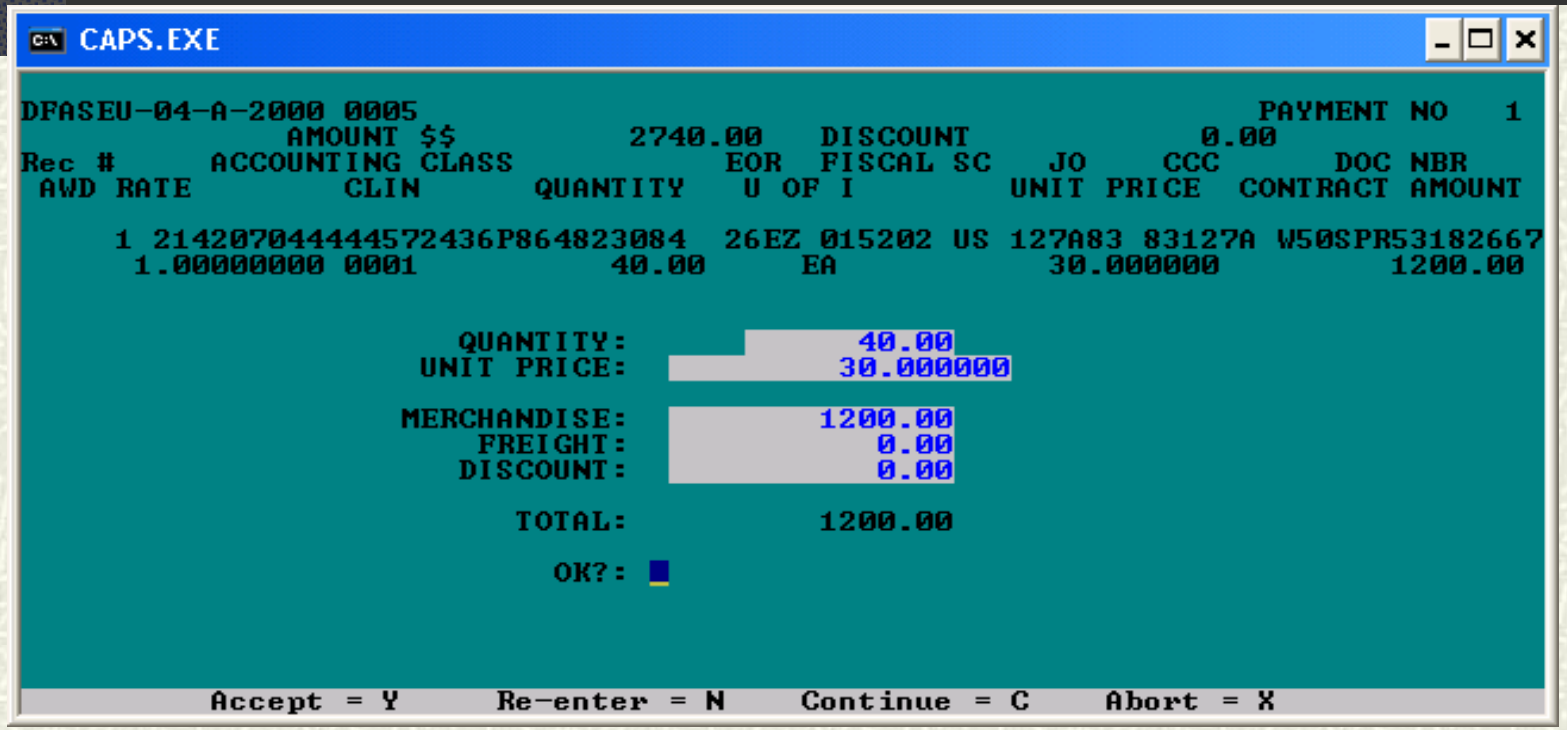
- If the contract has multiple LOAs, the computer will ask if you want to display them individually.
  - If you choose Yes, it will only display one at a time.
  - If you choose No, it will bring them all up at once.

COMPUTING



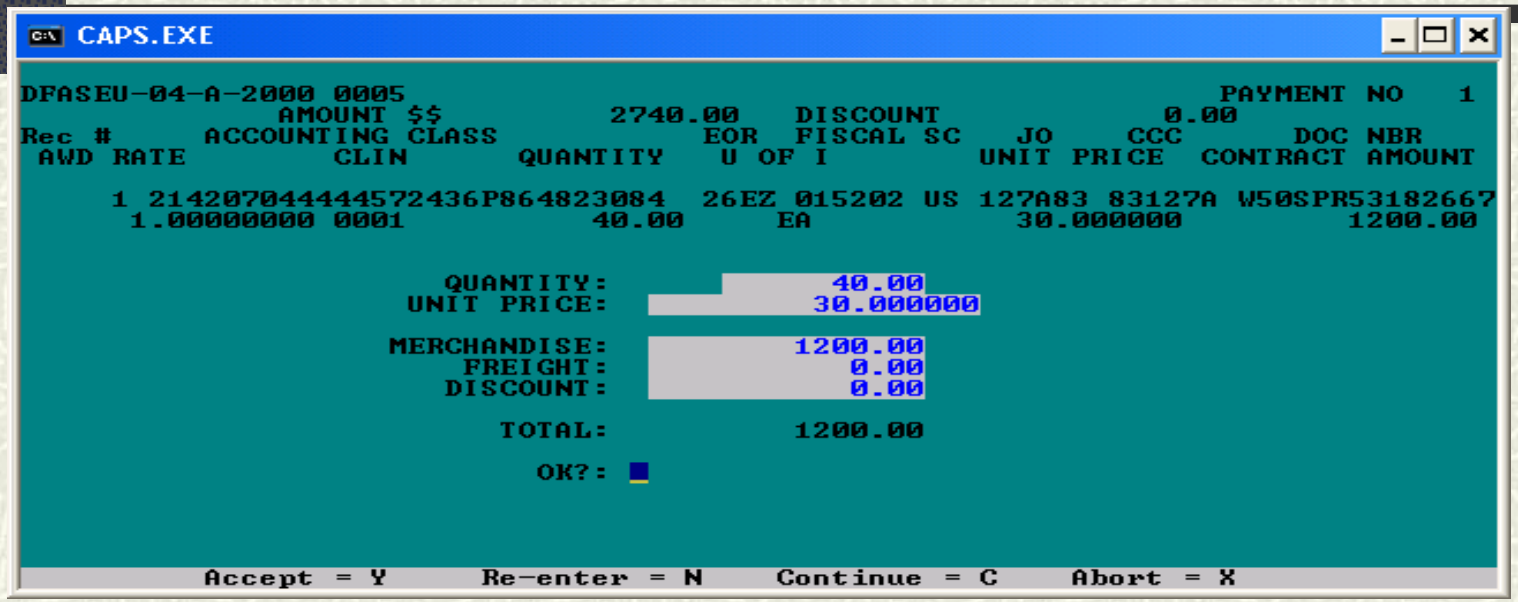
- Make any changes necessary to the LOAs, then enter <Y> when it prompts to ask if it is okay.

COMPUTING



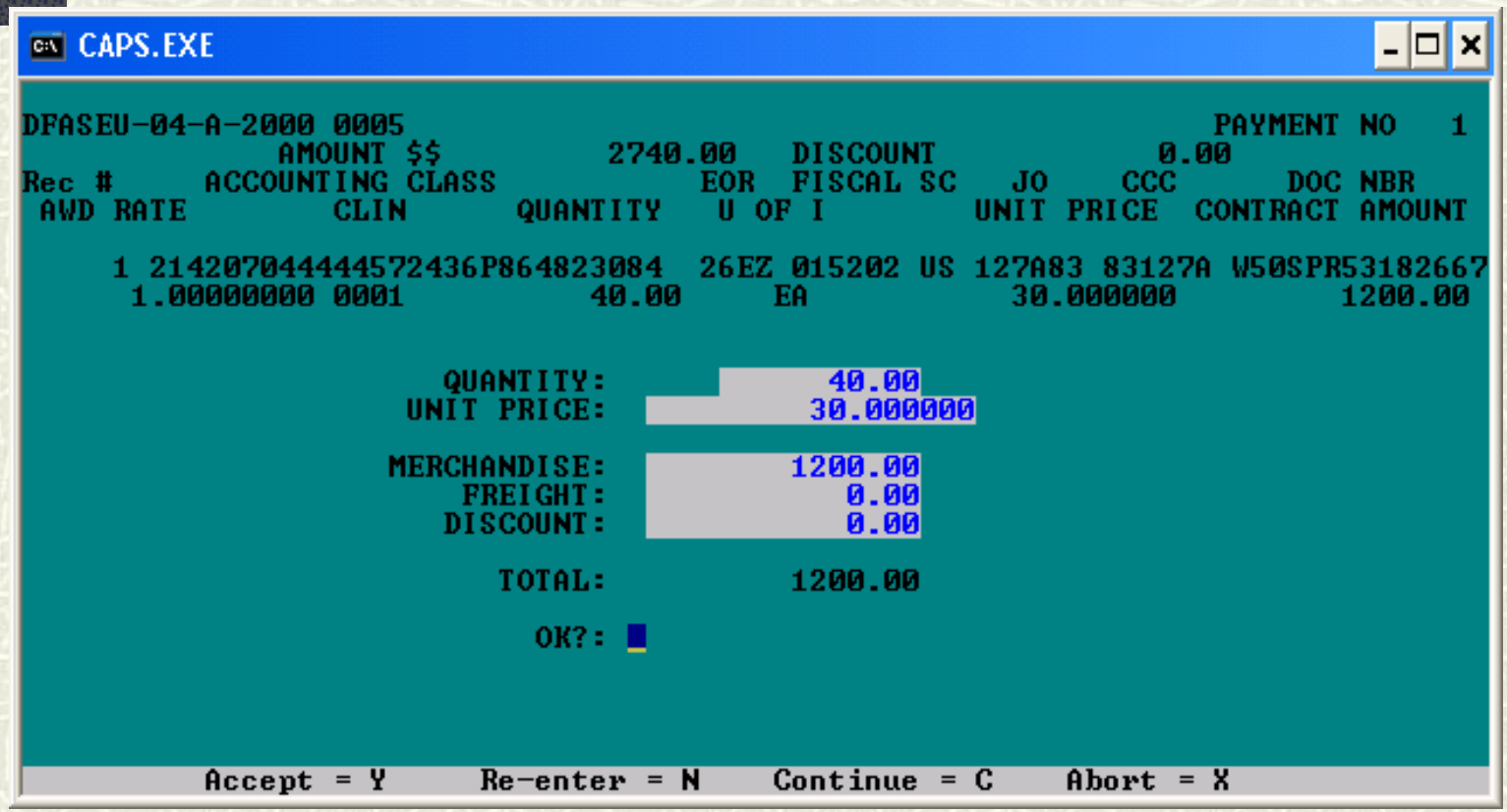
- Review each individual CLIN to ensure that it matches the invoice and R/R.
  - Remember that you can't pay for what you haven't RECEIVED!!

COMPUTING



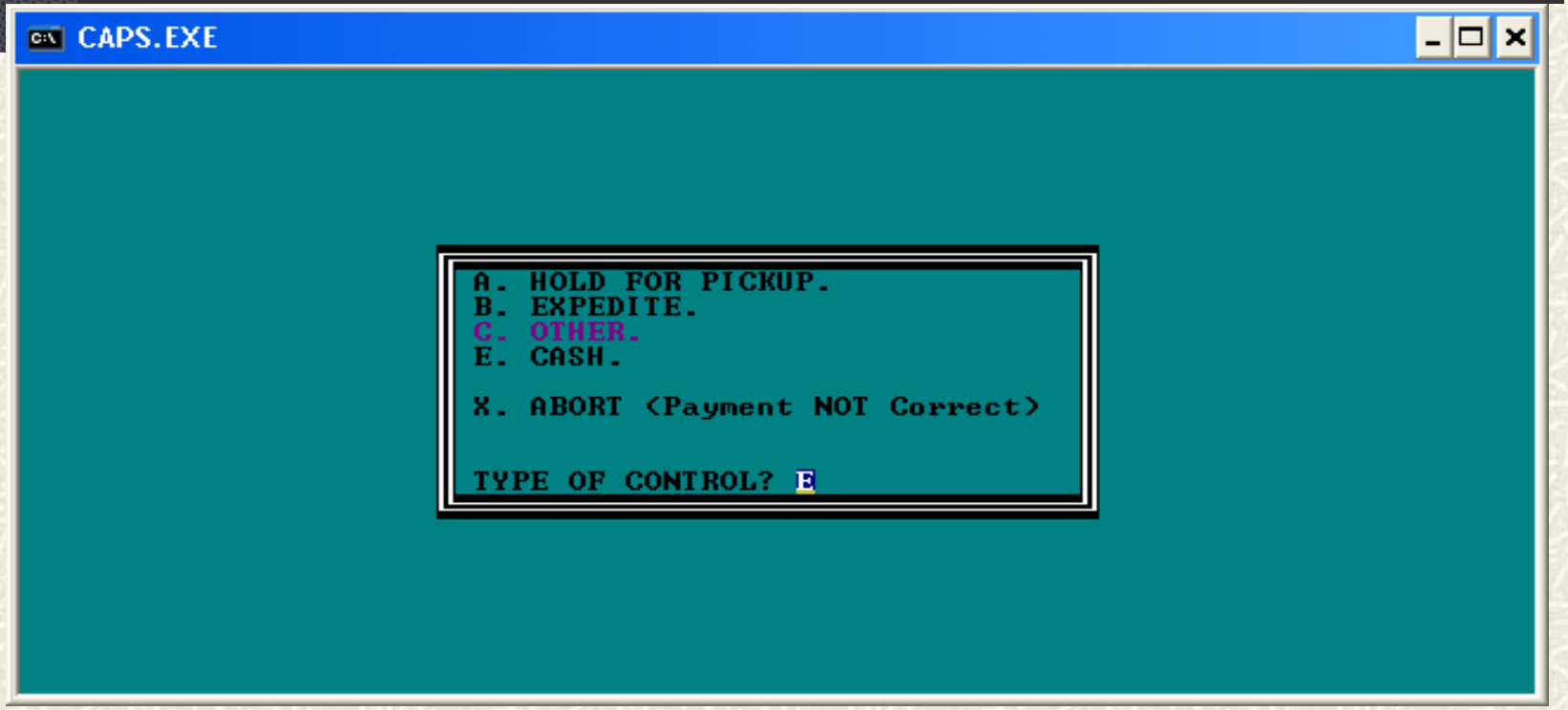
- Quantity: will default to 1. Change it to match the RR.
- Unit Price: should be the same as the LOA
- Merchandise: system fills in
- Freight: system fills in
- Discount: system fills in if one available. Will only apply to 1st one.

COMPUTING



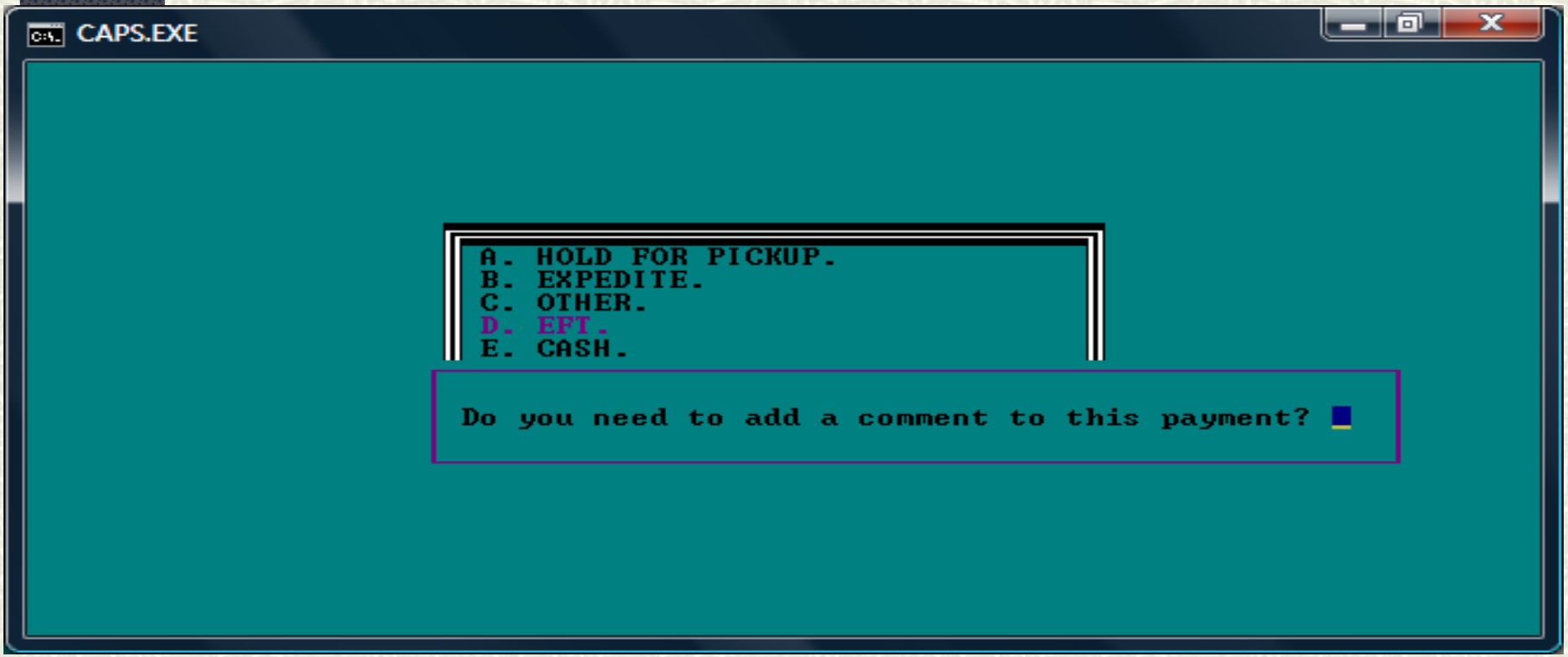
- If the total is correct, enter <Y>
  - You will have to repeat the process for each CLIN.

COMPUTING



- This menu lets you select the payment type
- The most common payment in Iraq/ Afghanistan will be EFT. Few cash payments are being used.
- The EFT option will not be displayed for

COMPUTING



- If a comment needs to be made for specific reasons, you can select <Y>
  - Comments are pre-filled out. No free-typing is available. Only use when necessary

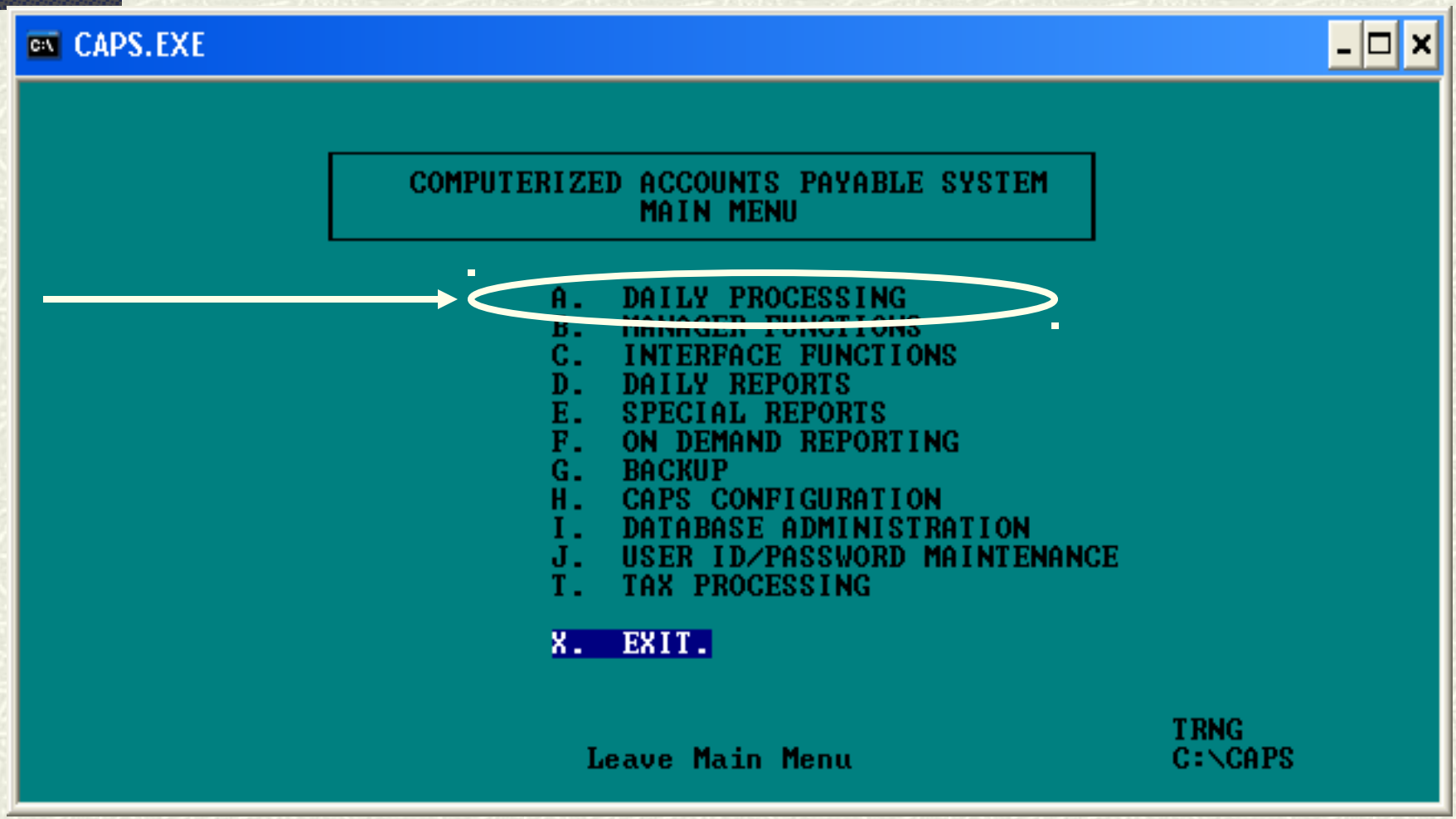
Module 5

Audit, Print, Alter Status, and Delete
of Computed Payments within CAPS-C

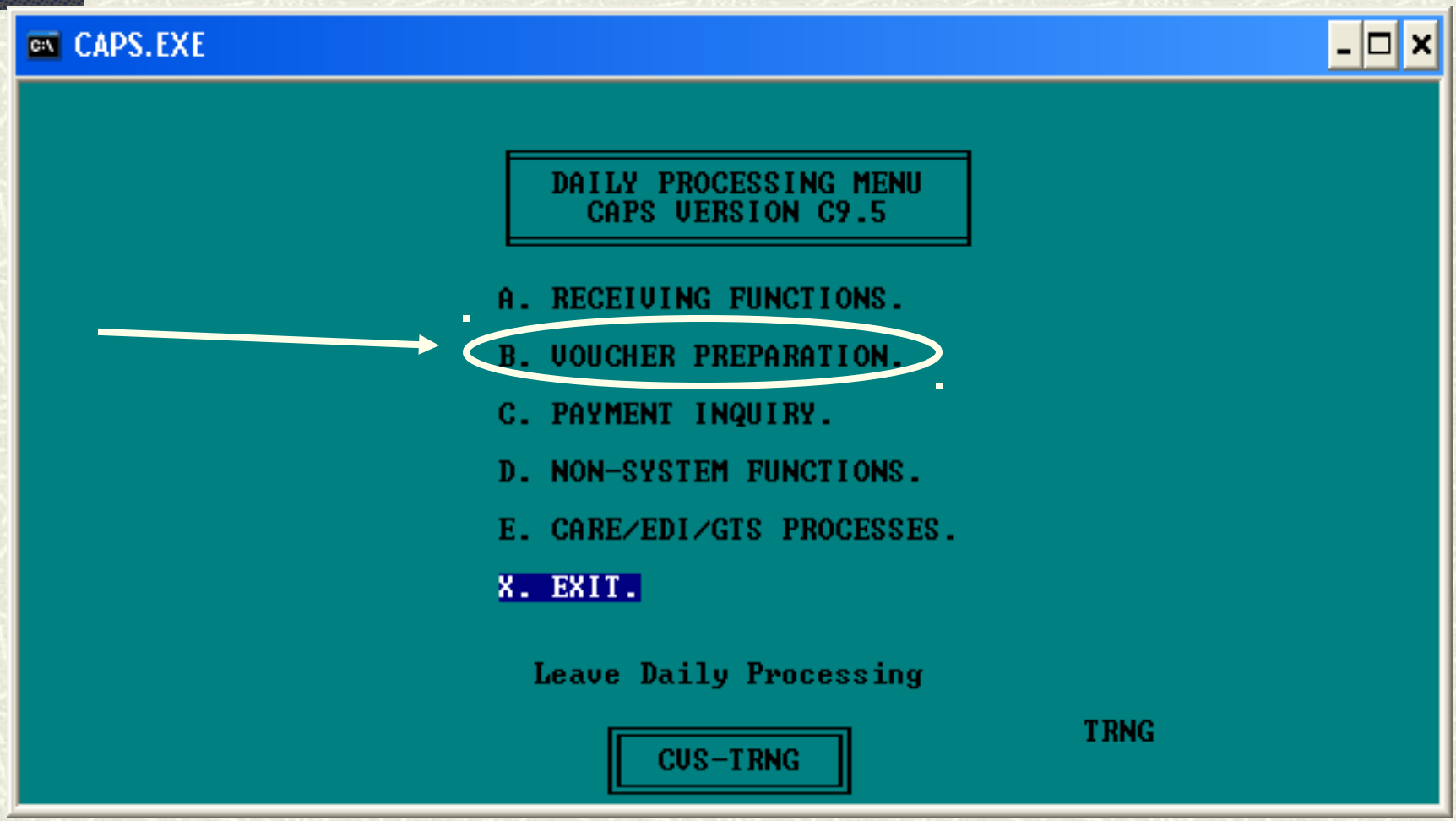
Audit Payments

- Once the payment has be computed it has to be audited next. Must audit prior to printing vouchers.
- The auditor is reviewing for accuracy of payment.
- Once payment has been certified as correct and legal, the auditor is assuming liability for that payment.
- Auditors must be given permission and access to CAPS-C to perform audit function.

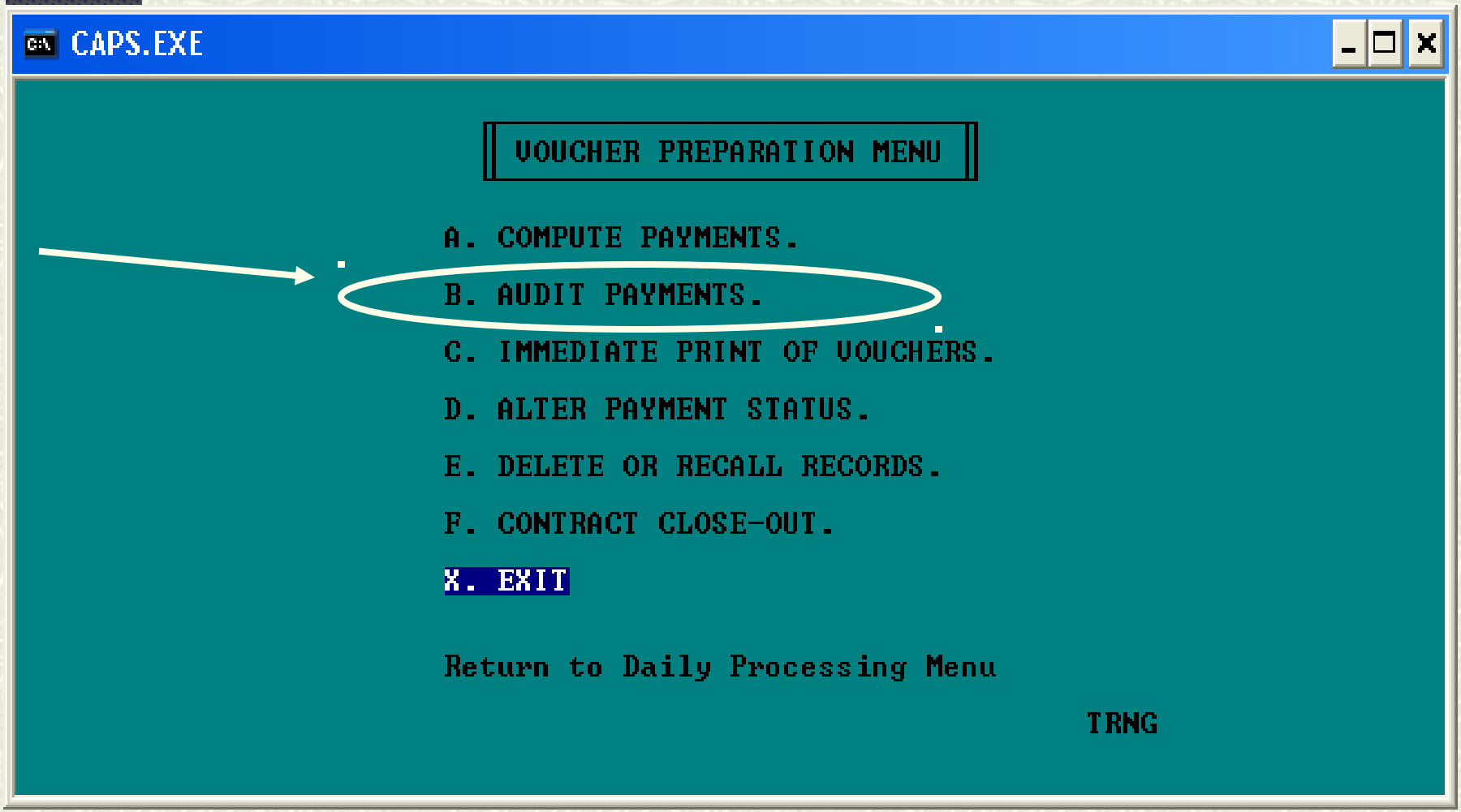
Audit Payments – cont'd



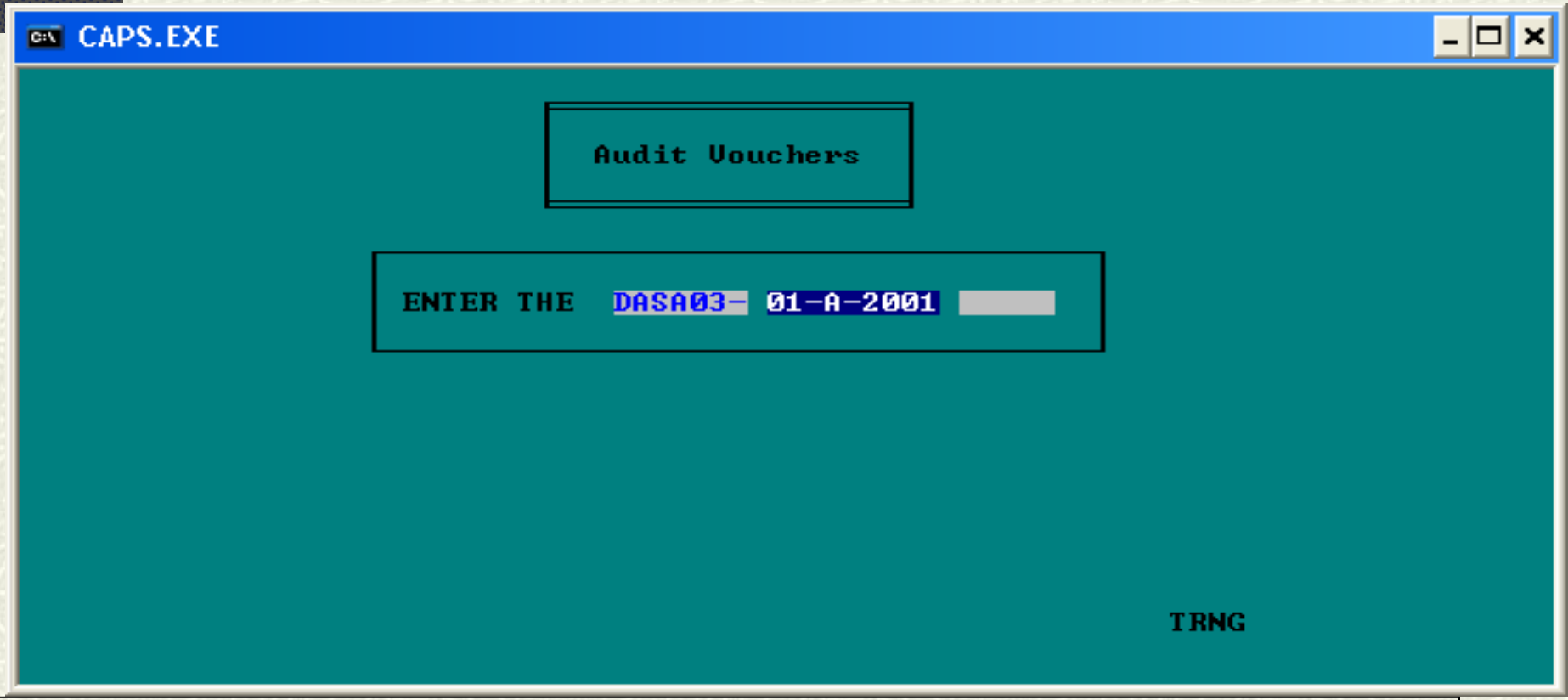
Audit Payments – cont'd



Audit Payments – cont'd

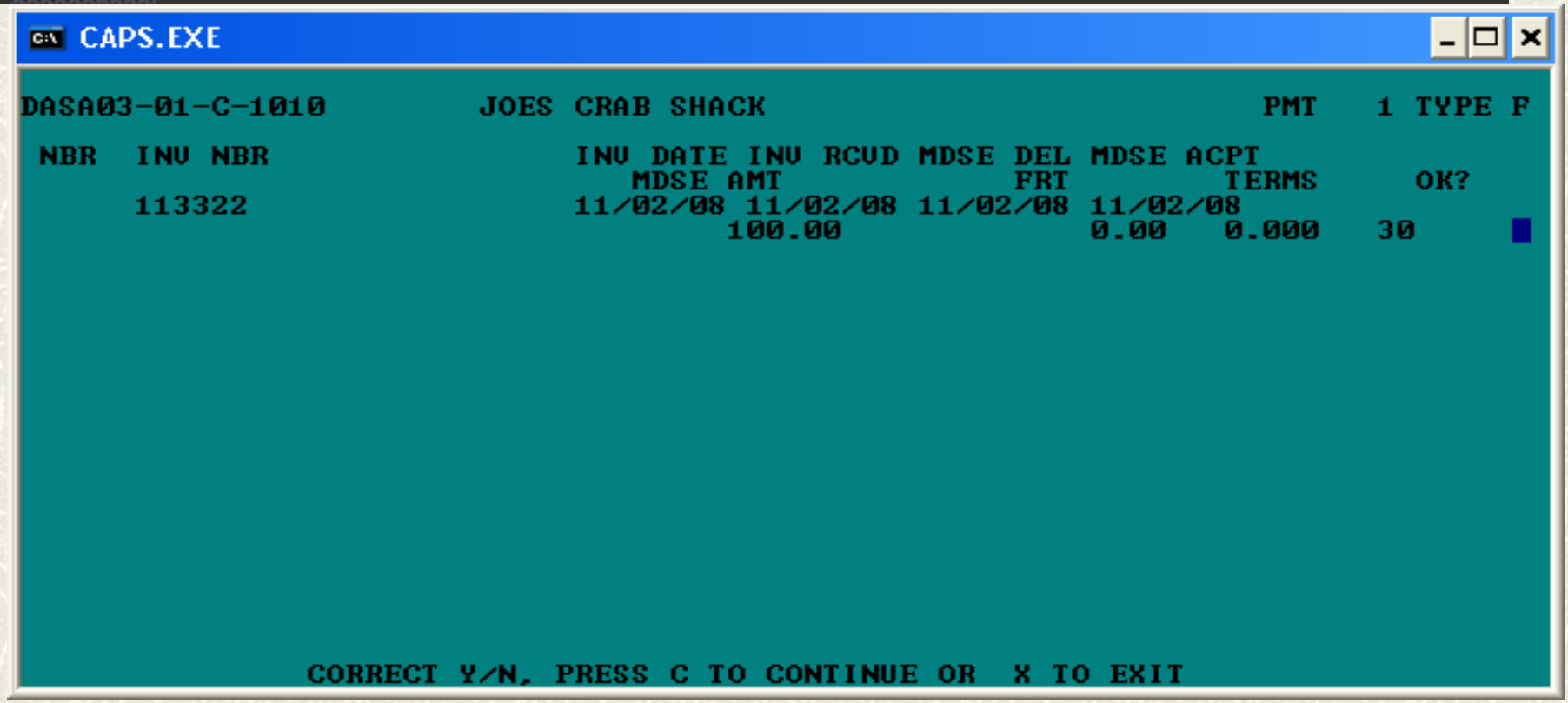


Audit Payments – cont'd



Enter the contract number of the payment to be audited.
Ensure the right contract number or call

Audit Payments – cont'd



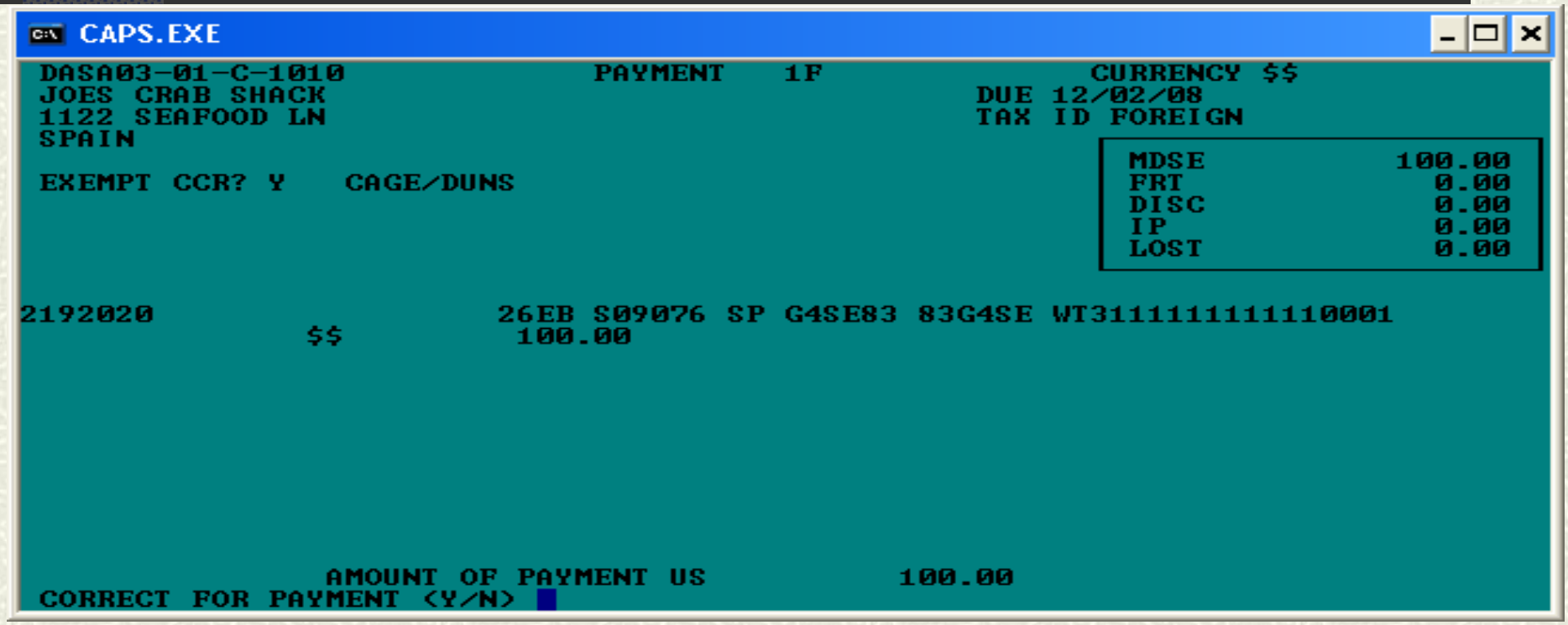
Review the invoice information and R/R information to ensure

If the payment is correct, input <Y>

If the payment is incorrect, in <N>

Press <X> if you want to exit with no action taken.

Audit Payments – cont'd



Review the Line of Accounting and payment computation information.

- **If correct, input <Y>**
- **If incorrect, input <N>**

*****Remember: once payment has been certified, the auditor**

Printing Vouchers

- The final step in the payment process is printing the voucher.
- Prior to printing the vouchers, ensure the audit has been done. This will assign the auditors UserID to the voucher.
- The person certifying the voucher must also sign the hard copy of the voucher.
- If the payment being made is on a contract written in foreign currency, the Flux Line of Accounting will be printed on the voucher.

Printing Vouchers

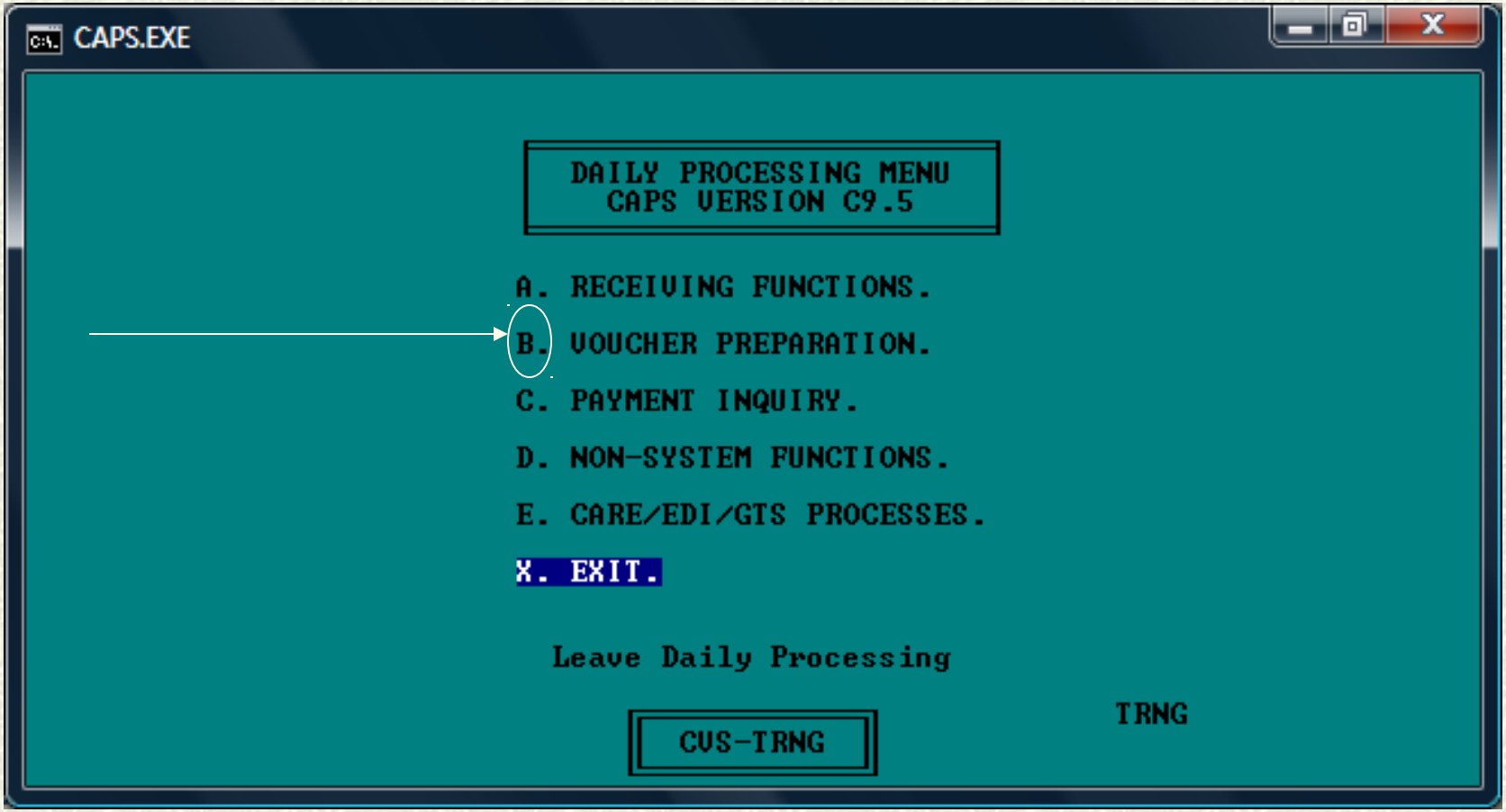
Vouchers can be printed three different ways:

- Immediate Print of Vouchers – prints all vouchers you have computed.
- Print SF 1034 EDPs – allows the user to print a specific voucher.
- Daily Reports – automatically prints any voucher not previously printed for the day during the daily report cycle at the end of each day.

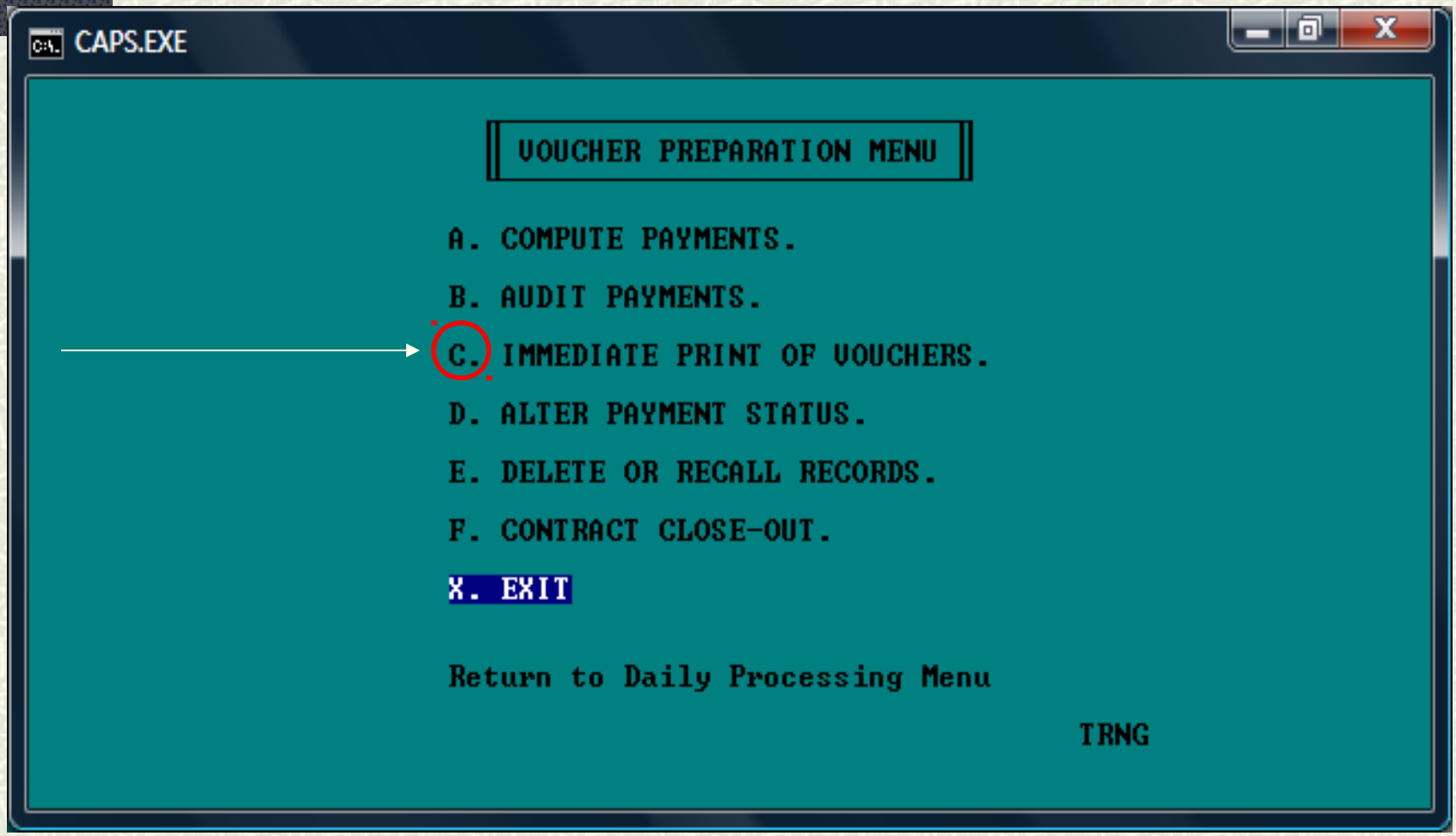
The system flashes to display the printing action as vouchers are printing.

PRINTING VOUCHERS

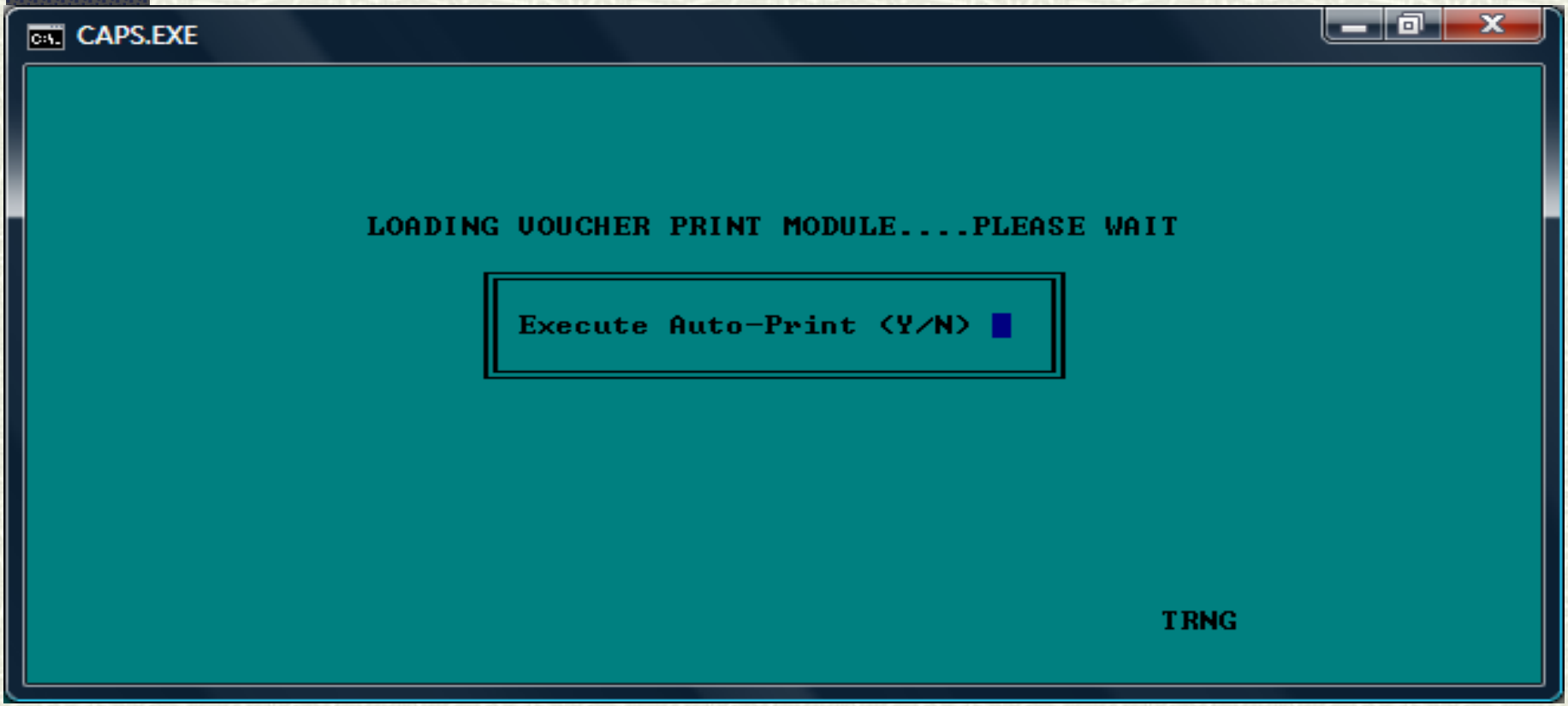
PRINTING VOUCHERS



PRINTING VOUCHERS



PRINTING VOUCHERS



- If yes is selected, it will print all the vouchers that were input that day
- If no is selected, it will allow each contract number enter to print.

SF 1034-EDP PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

DEPARTMENT OF THE ARMY
FT MCCOY
FT. MCCOY WI

VOUCHER NO.

DATE PREPARED 01/30/09

CONTRACT NO./DATE DFASEU-04-A-2000 0005 01/20/04

CAGE/DUNS
TAX ID FOREIGN
PAYEE'S UNIVERSAL SPROCKETS
NAME FRAKENHEIMER STR 176
ADDRESS 38164 FRANKFURT
GERMANY

P A I D B Y
Account of:
DSSN 1112
INDIANAPOLIS IN 46249

DATE INVOICE RECV'D 01/15/09
DISCOUNT TERMS NET 30 DAYS

FOB:
DEST

NO./DATE OF ORDER	DATE OF PERFORMANCE INV DATE	INVRCV'D	MDSE DEL	MDSE ACPT	FREIGHT	MERCHANDISE
0005 29	01/14/09	01/15/09	01/14/09	01/14/09	0.00	2740.00

TOTAL: MDSE+ 2740.00

AMOUNT VERIFIED CORRECT FOR: $$ 2740.00
SIGNATURE OR INITIALS: 121/

PAYMENT: 1FINAL 02/23/09

PURSUANT TO THE AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT.

AUTHORIZED CERTIFYING OFFICER DATE: 01/30/09
FOR: JANE Q. DOE
MAJ, FC
Finance and Accounting Officer

ACCOUNTING CLASSIFICATIONS

21420704444572436P864823084	26EB	015202	US	127A83	83127A	W50SPR53182667	40.00
21420704444572436P864823084	26EZ	015202	US	127A83	83127A	W50SPR53182667	1200.00
21420704444572436P864823084	26EZ	015202	US	127A83	83127A	W50SPR53182667	1500.00

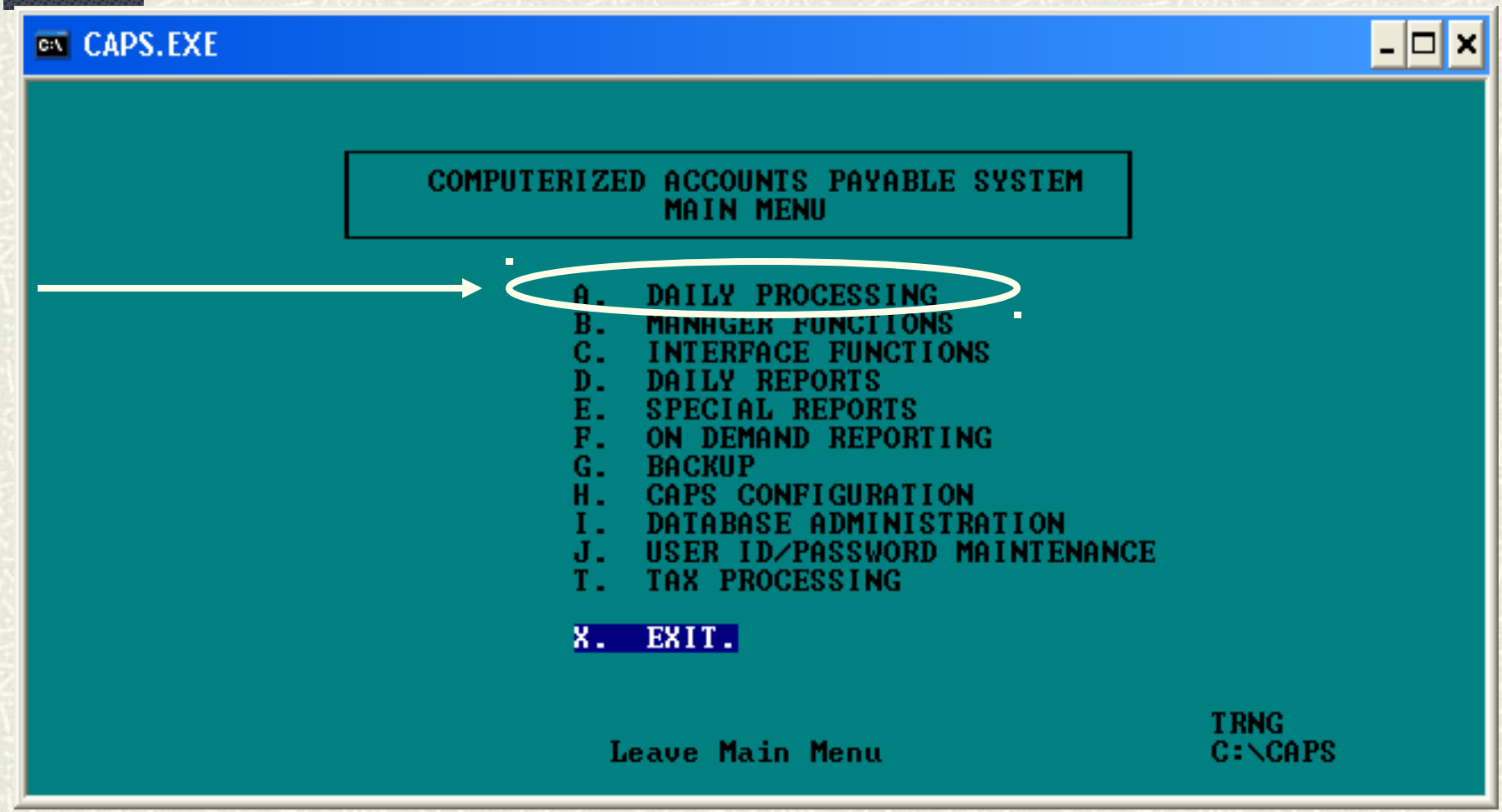
PAYEE: UNIVERSAL SPROCKETS
FRAKENHEIMER STR 176
38164 FRANKFURT
GERMANY

CASH AMT $$ 2740.00

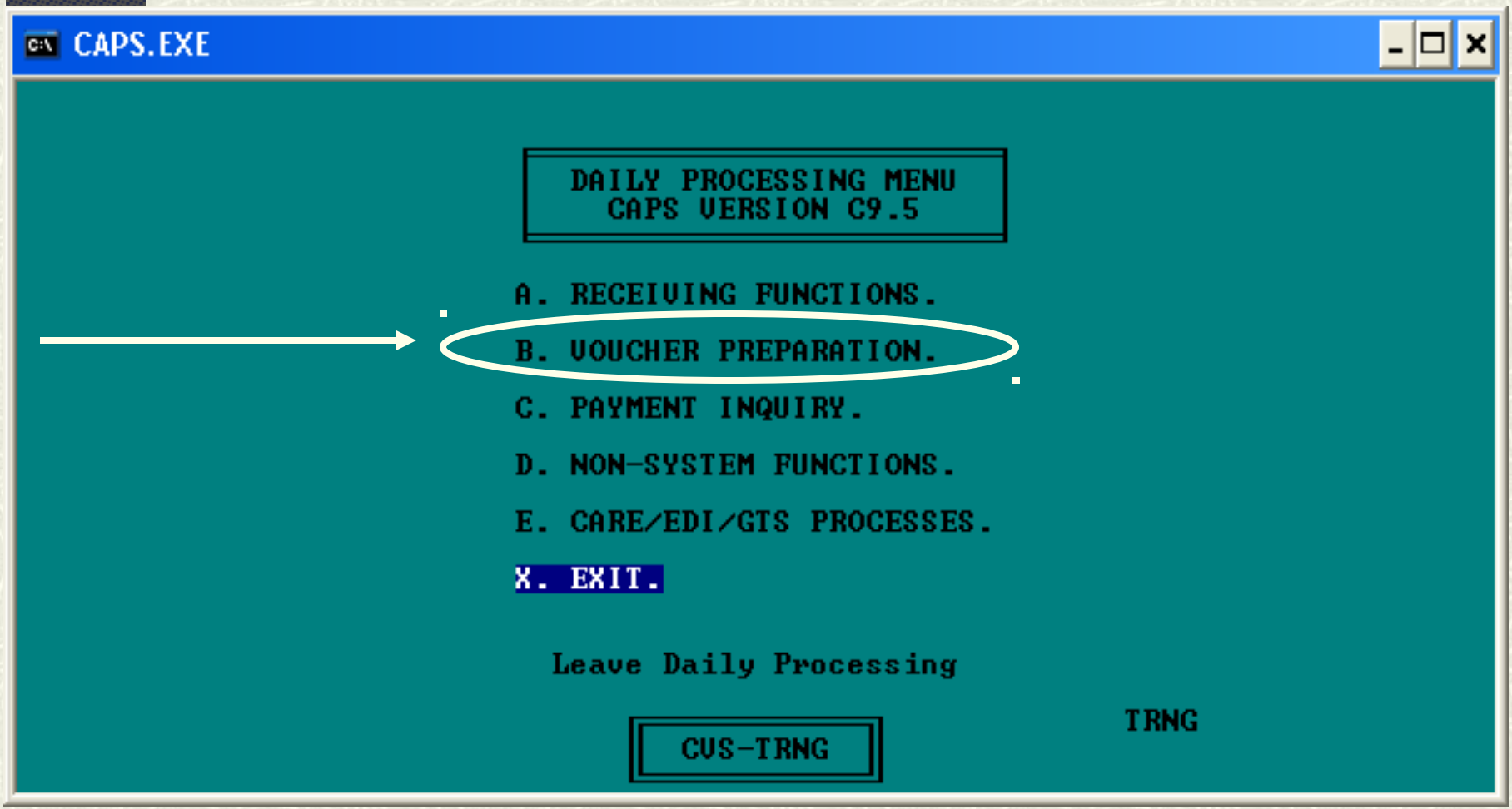
Alter Payment Status

- If a payment must be rejected, or changed prior to certifying and uploading the payment to DDS, the Alter Payment Status option can be used.
- Examiners must not be given access to this menu. Separation of Duties must be maintained in order to prevent users from being able to enter, compute, pay, and then delete a payment.

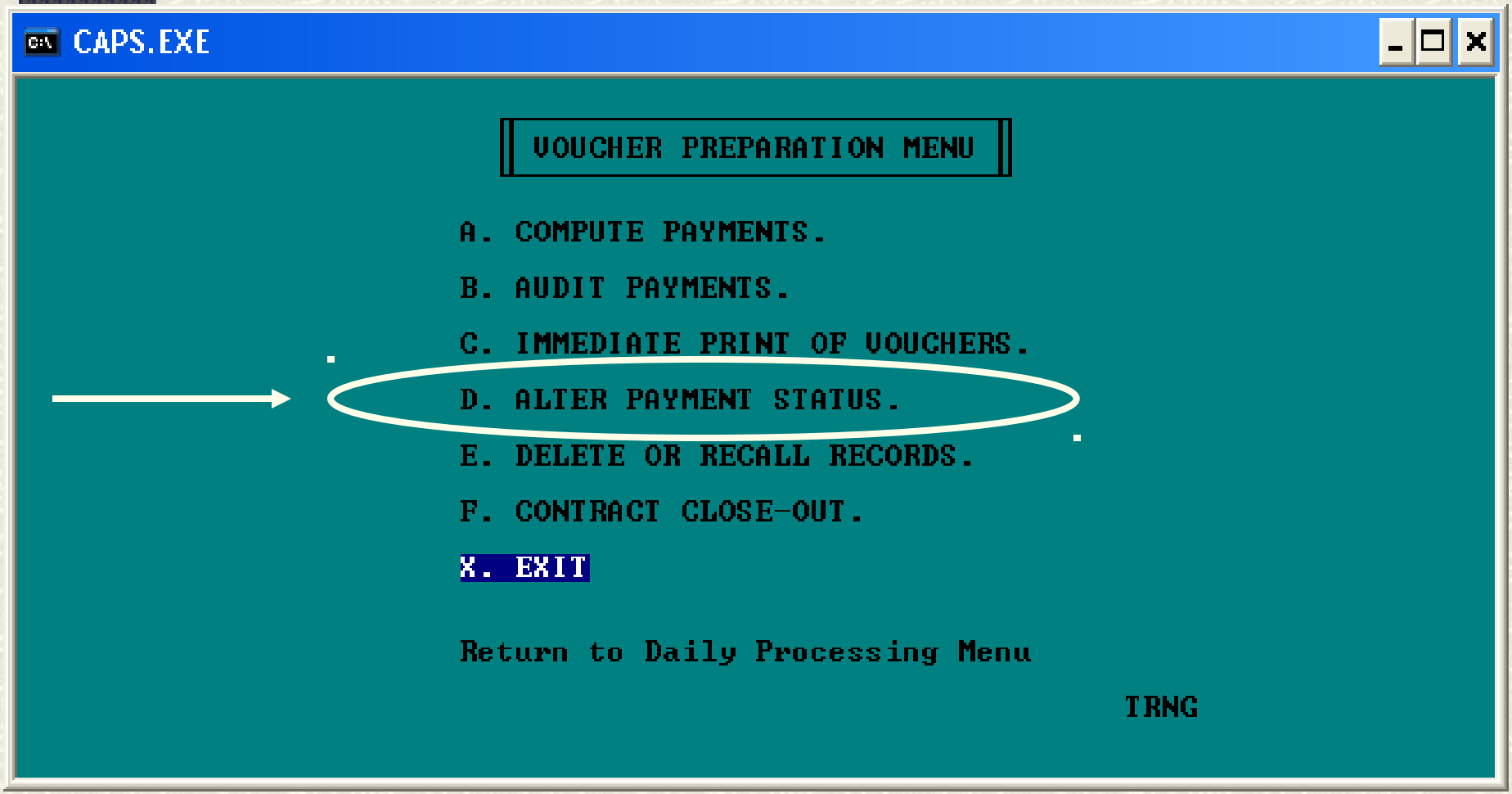
Alter Payment Status – cont'd



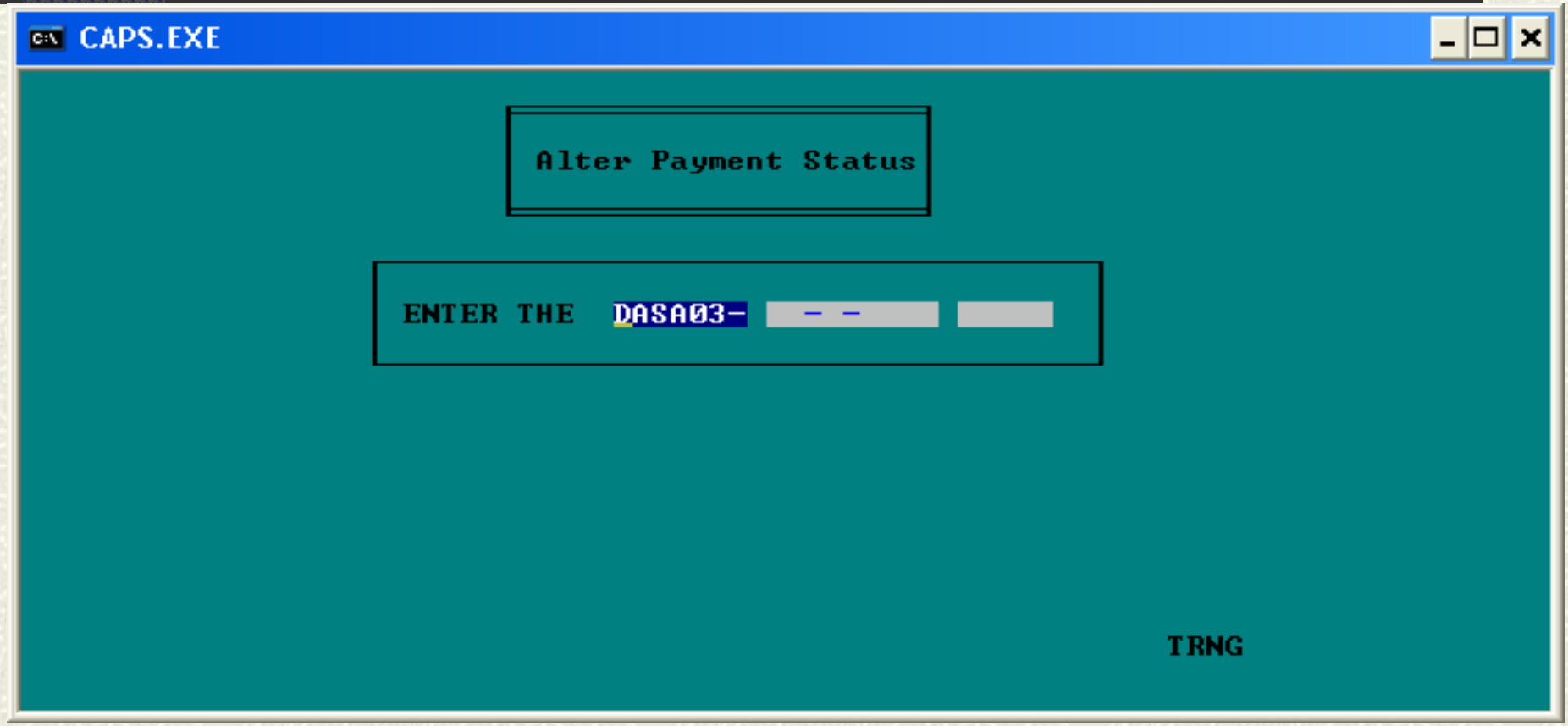
Alter Payment Status – cont'd



Alter Payment Status – cont'd

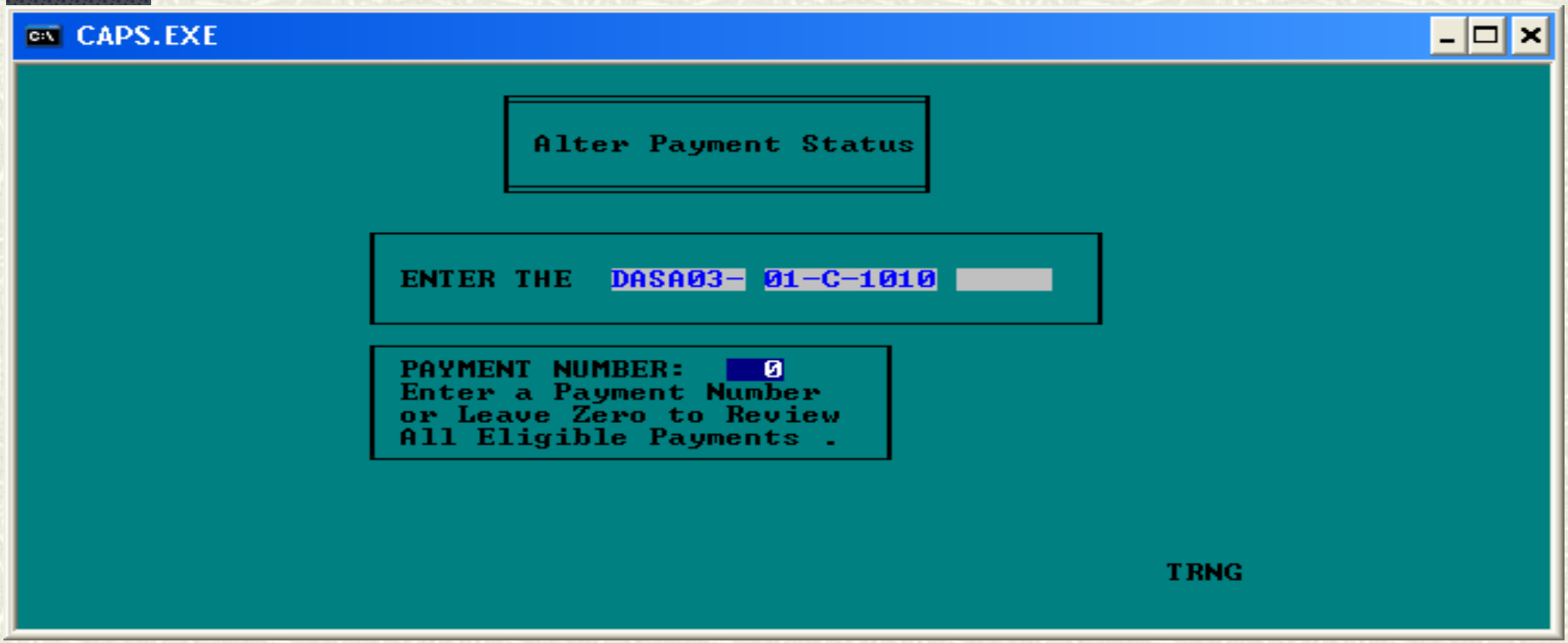


Alter Payment Status – cont'd



Enter the contract number of the payment that needs to be altered.

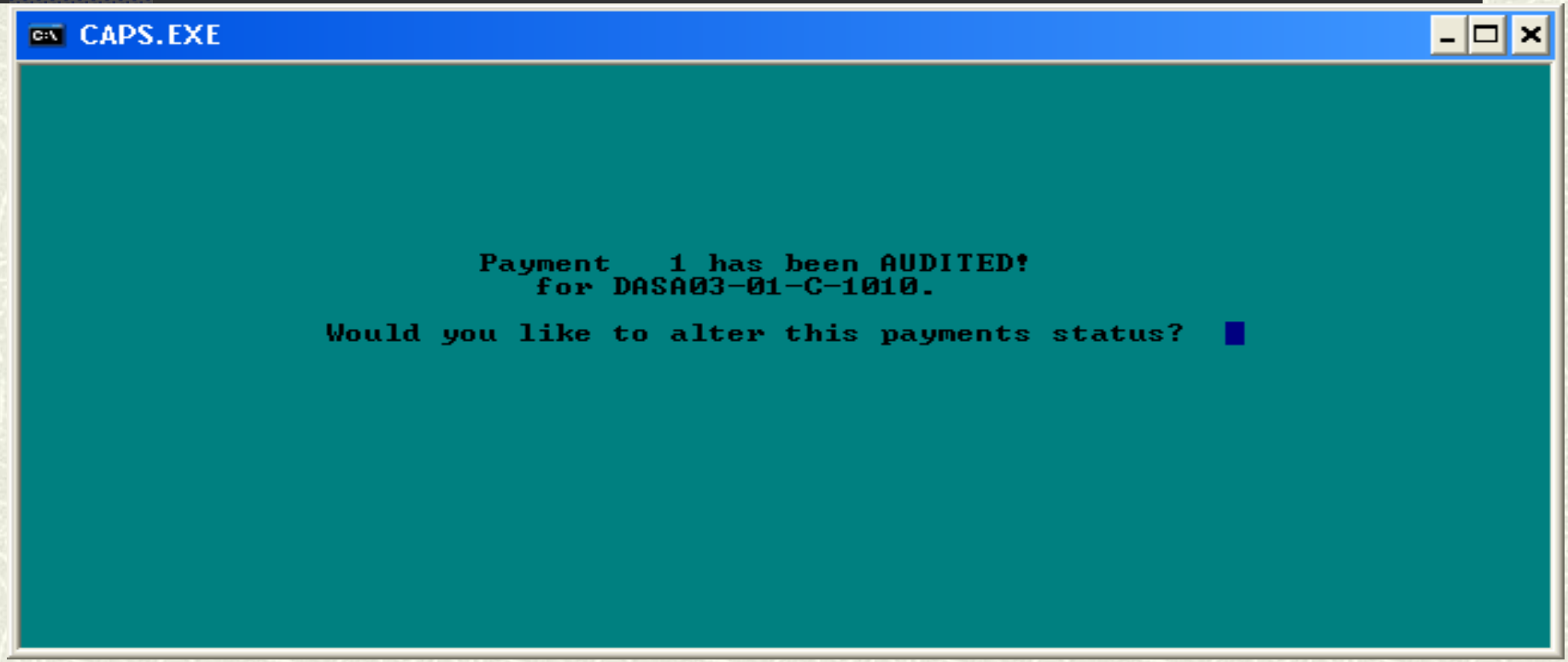
Alter Payment Status – cont'd



Enter the payment number that is reflected on the voucher or the Bills Register Card.

This information is critical to ensure the correct payment is selected!!

Alter Payment Status – cont'd

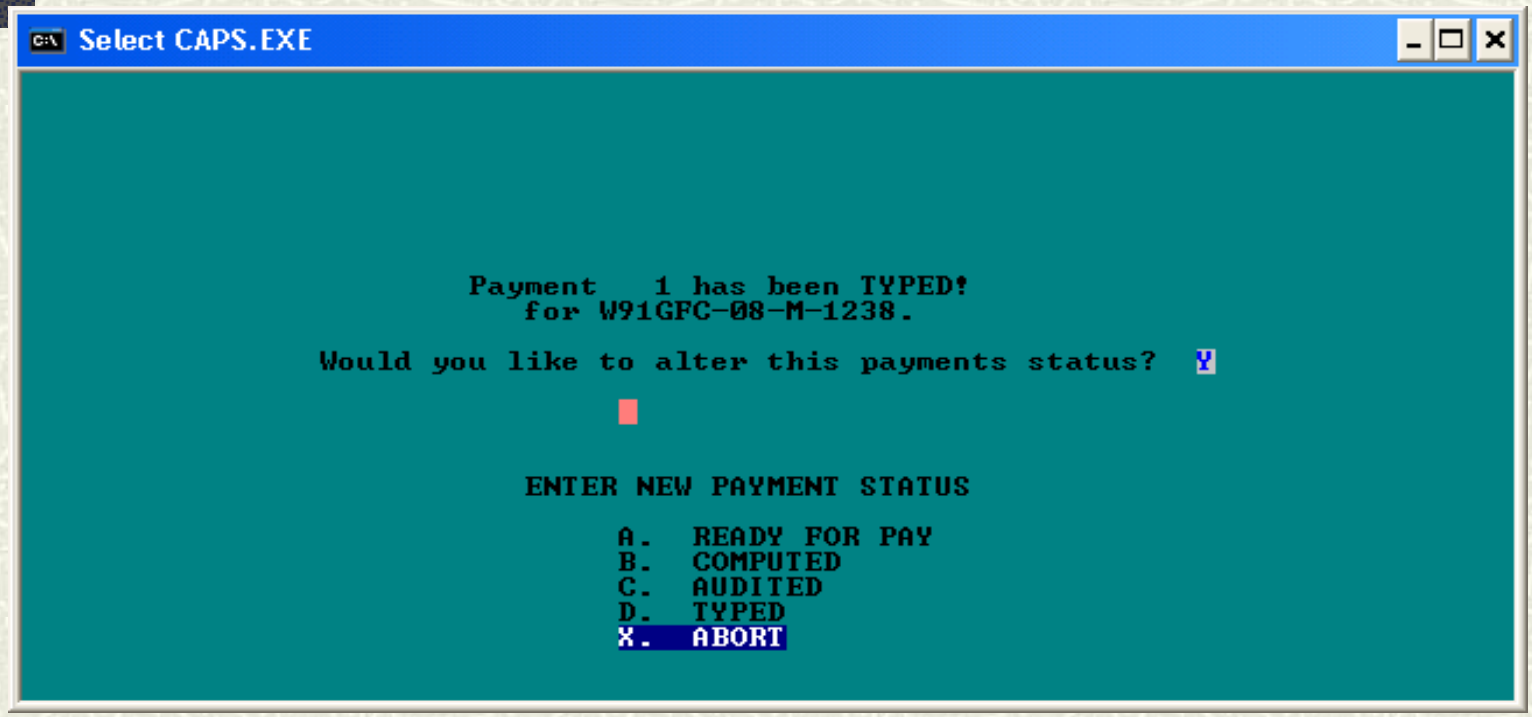


CAPS-C will display the payment status for the desired contract and payment number.

If information is correct, enter <Y> to change payment status.

If information is incorrect, enter <N> to exit the menu.

Alter Payment Status- cont'd



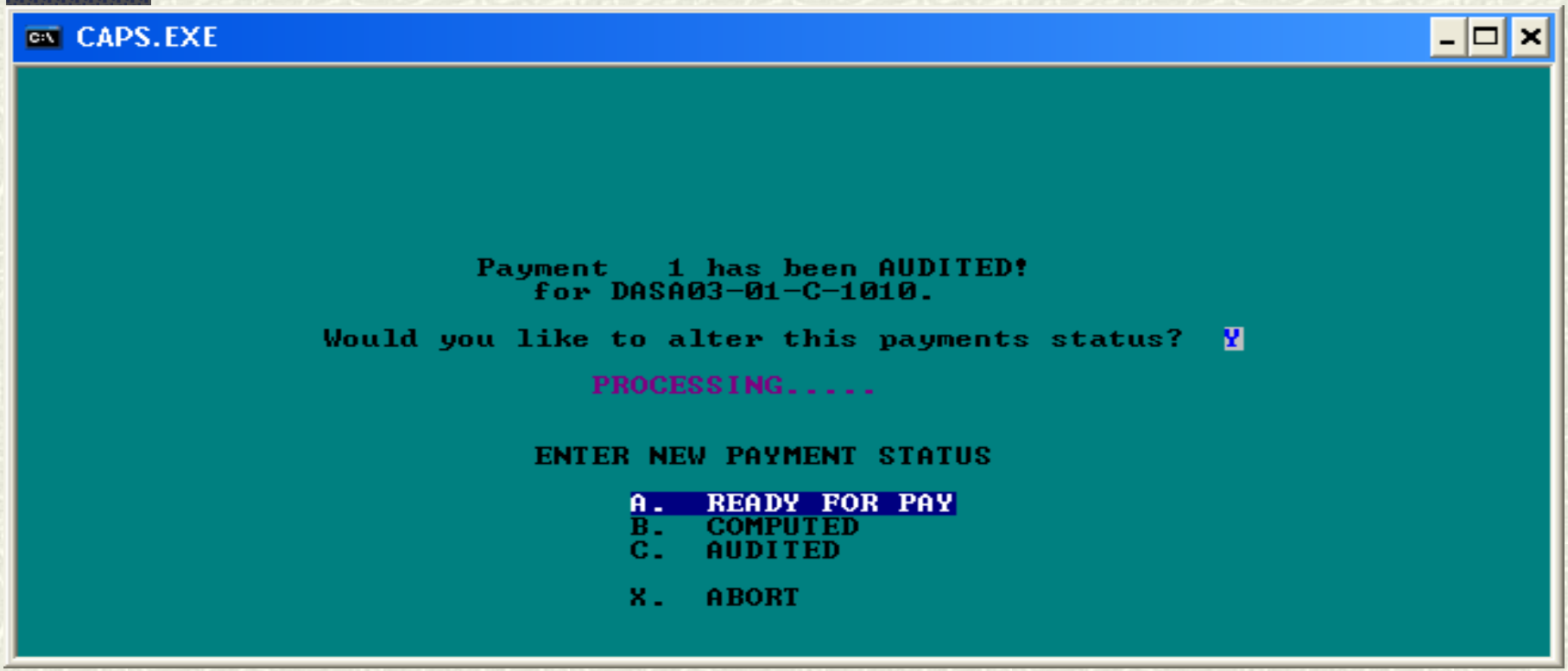
System will display the different statuses that are available:

Ready for Pay will return the payment to an **uncomputed point**.

Computed will return the payment to the point that it needs to **be audited**.

Audited will return the payment to the point it needs to **be printed**.

Alter Payment Status – cont'd



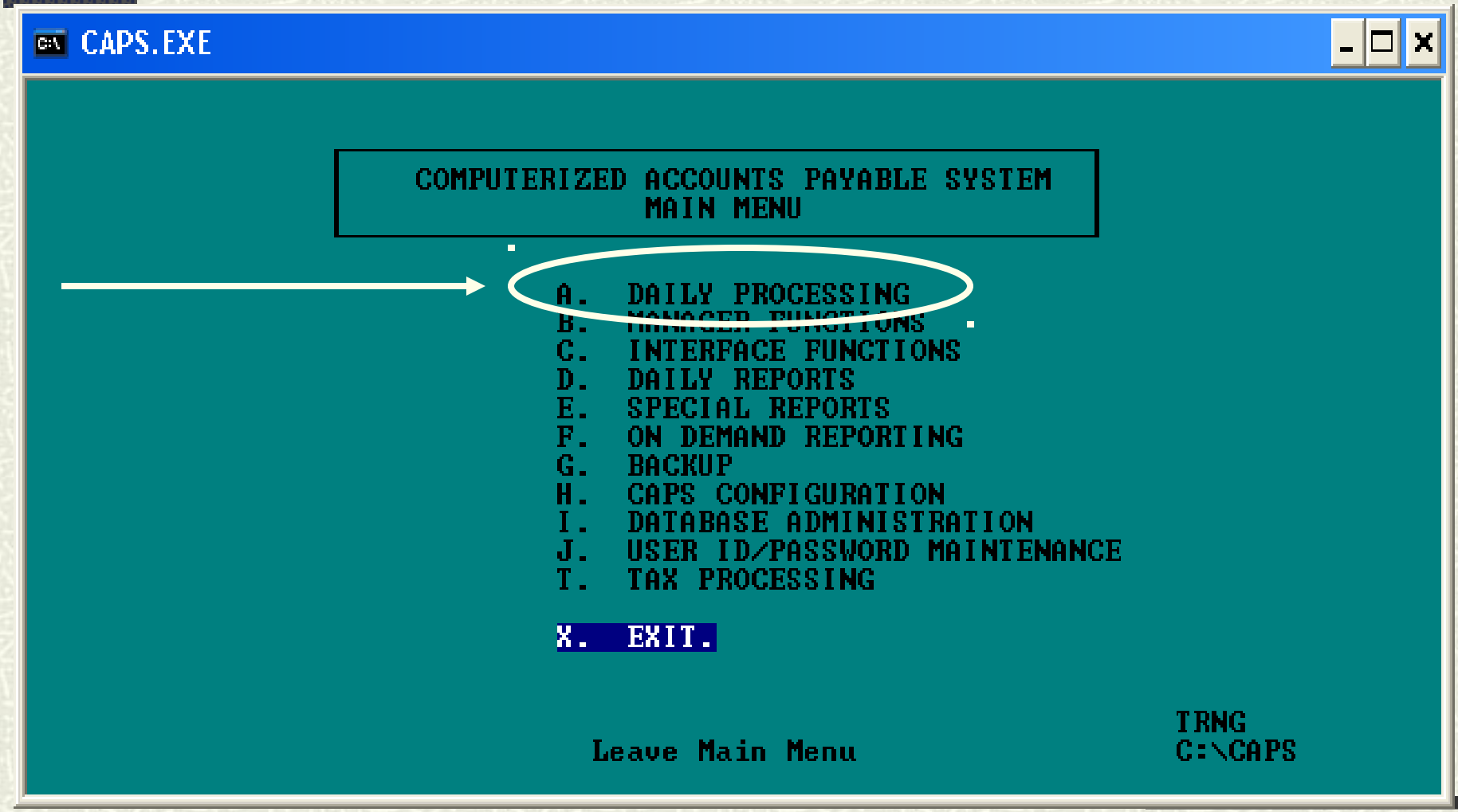
Once the desired status is chosen, the system will show that it is processing and changing the status.
Upon completion, it will return you to the enter contract number to be altered screen.

Delete or Recall Records/ Payments

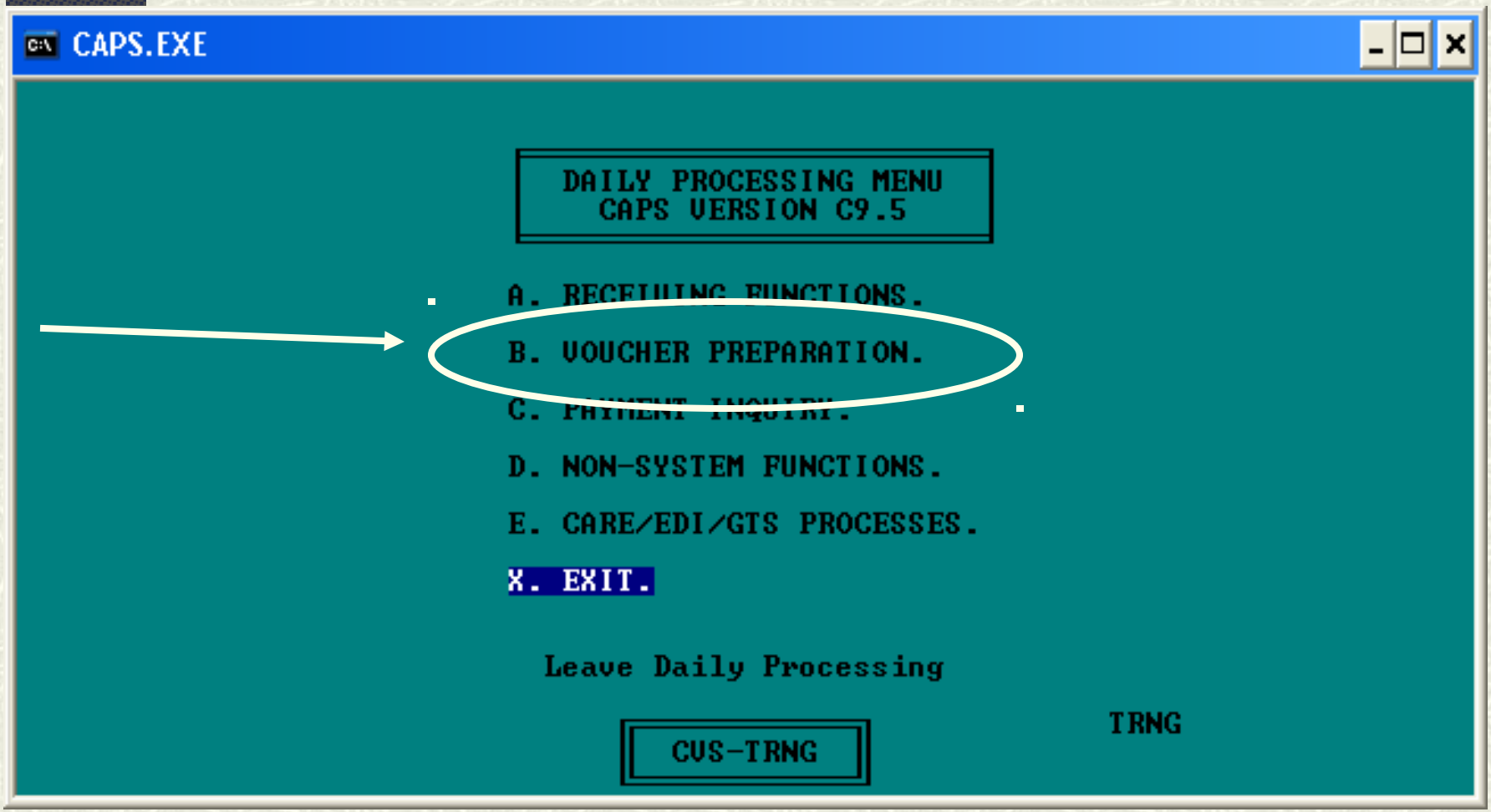
- In order to maintain separation of duties, and maintain a level of internal control, examiners rarely have the ability to delete or recall incorrectly input records and payments.

- A manager can use the Delete or Recall Records option to delete incorrect records.

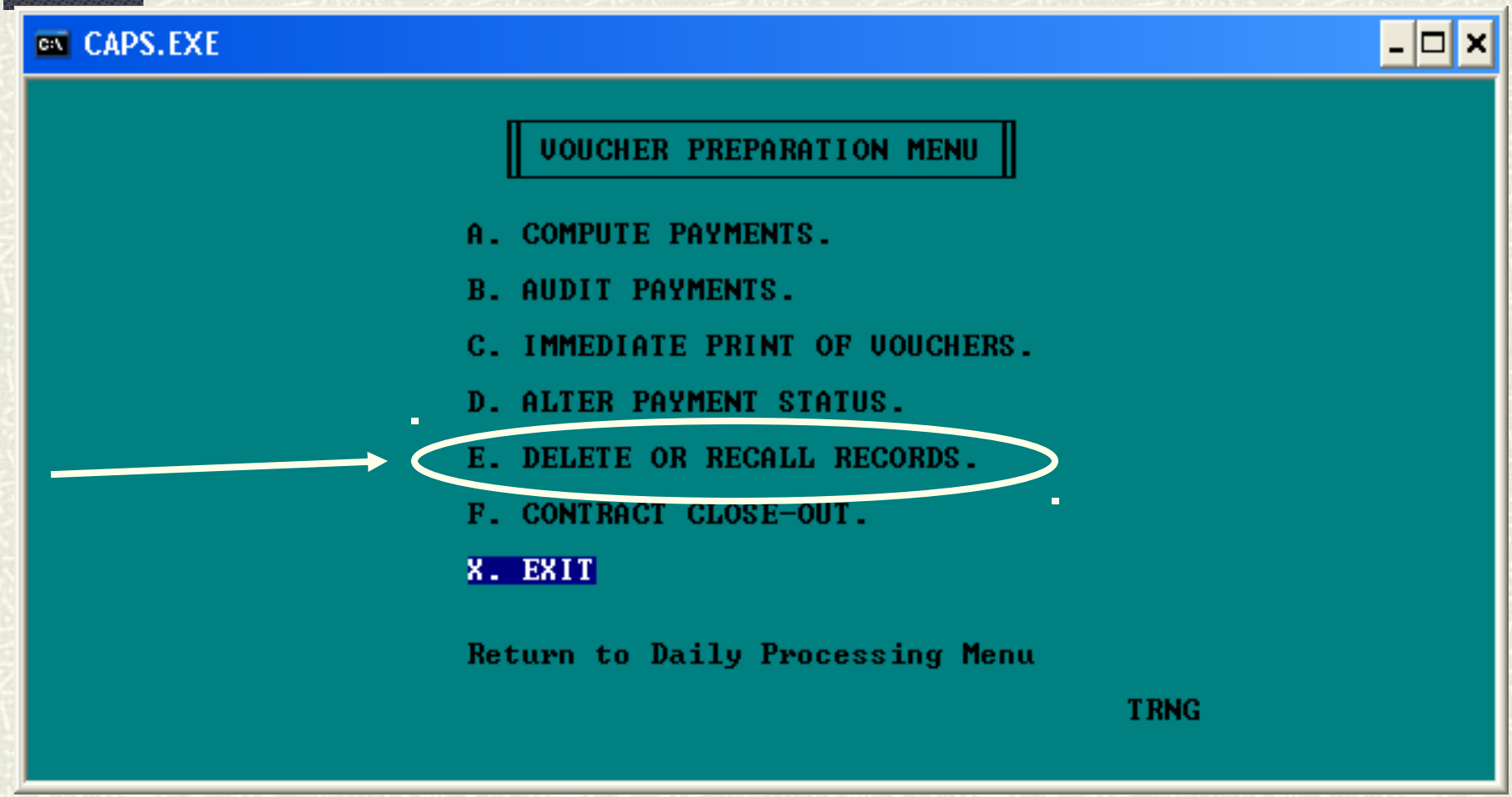
Delete/ Recall Payments – cont'd



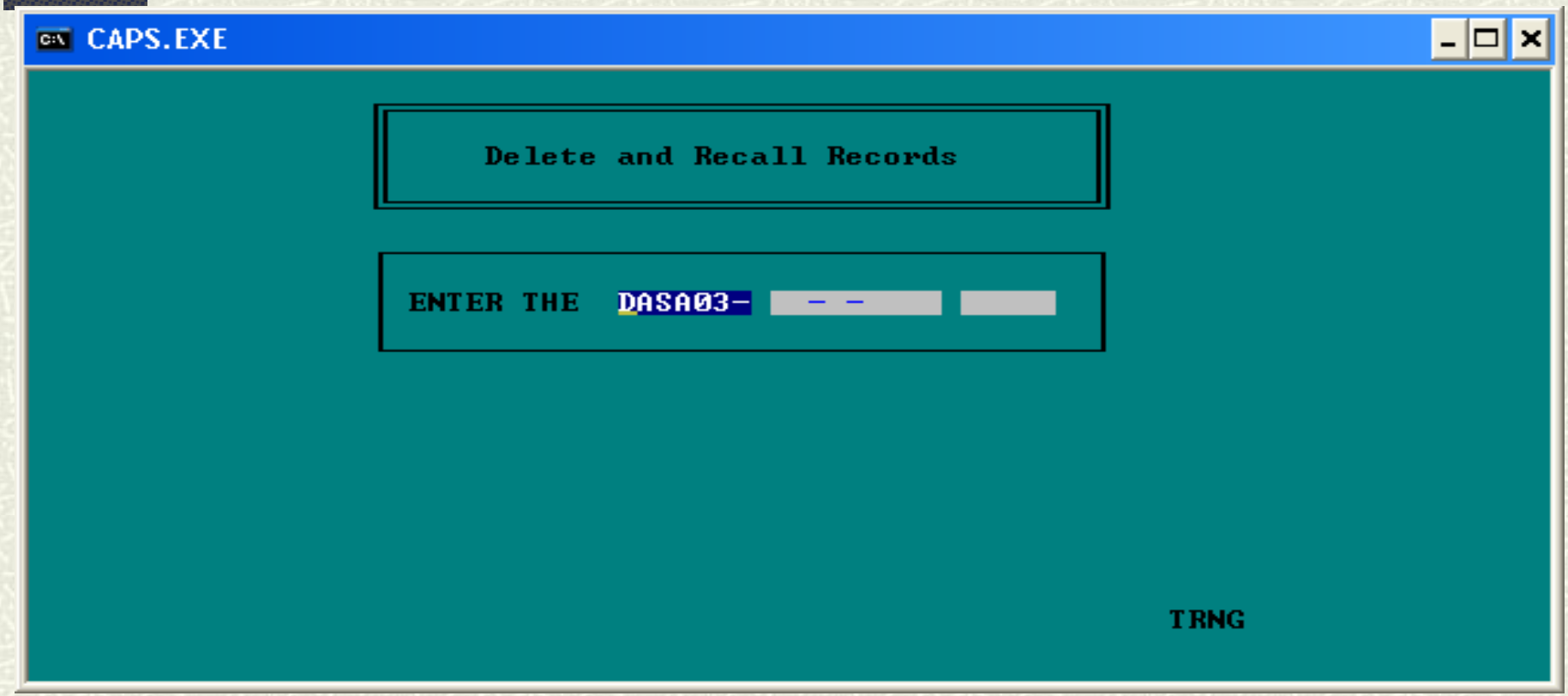
Delete/ Recall Payments – cont'd



Delete/ Recall Payments – cont'd

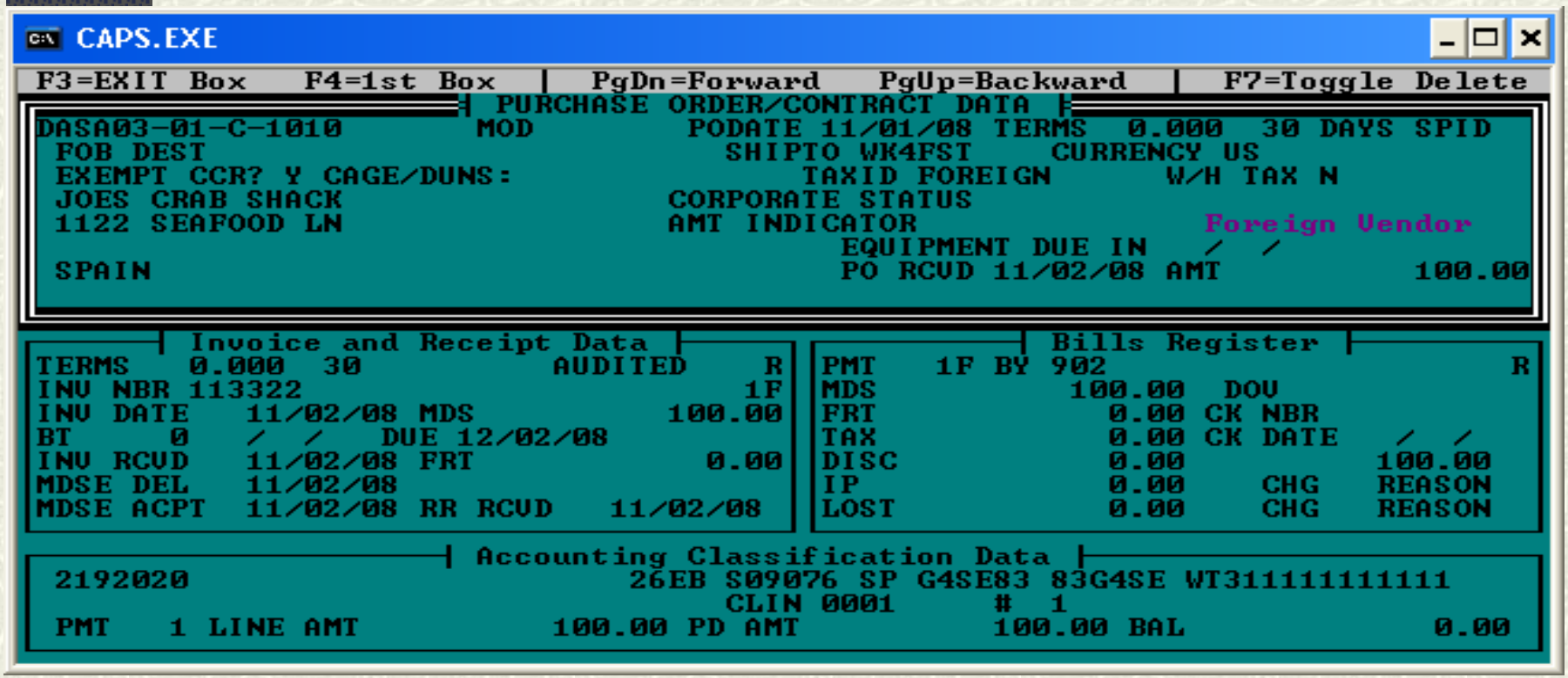


Delete/ Recall Payments – cont'd



Input the contract number of the record.
Ensure that the correct number is entered to prevent erroneous data loss!!!

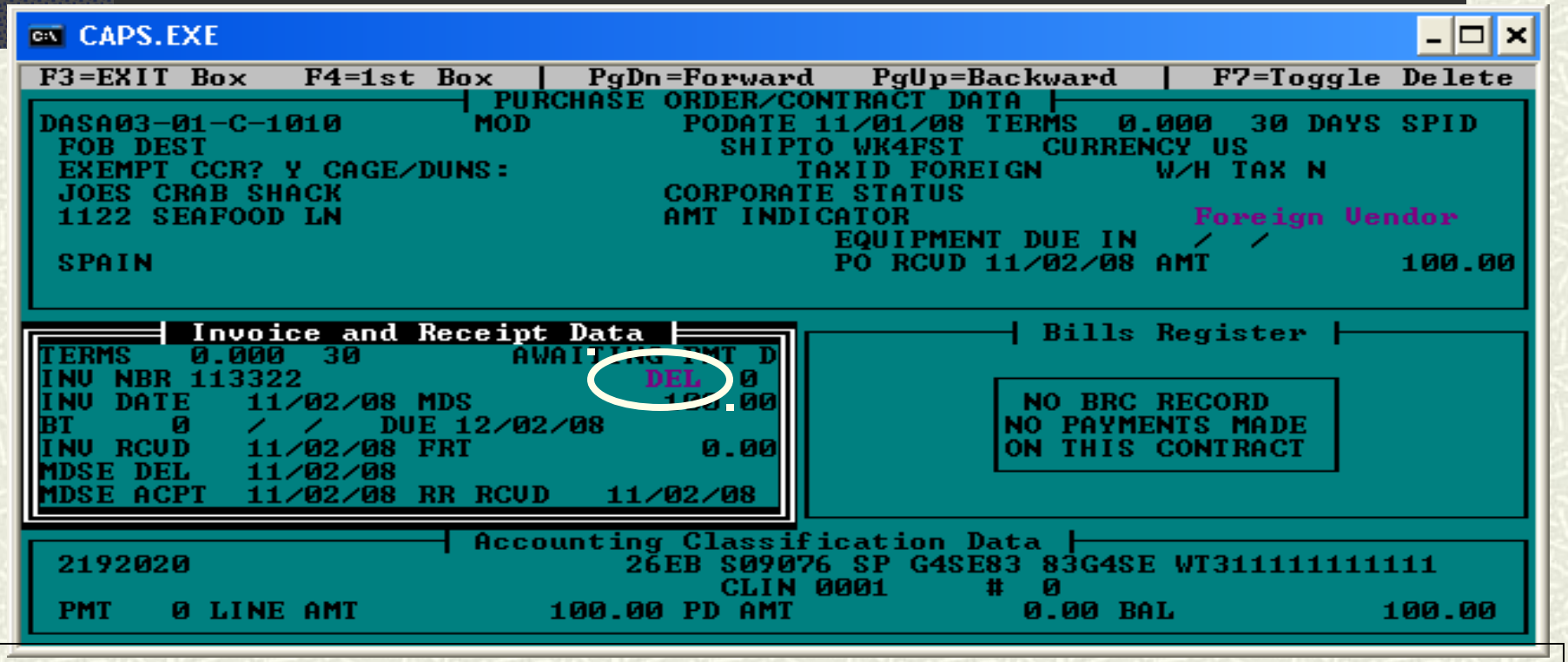
Delete/ Recall Payments – cont'd



Use F3 to move to the different boxes. Highlight the specific item (invoices/receiving reports or contract box) that needs to be deleted.

Use PgUp or PgDn to select different records.

Delete/ Recall Payments – cont'd



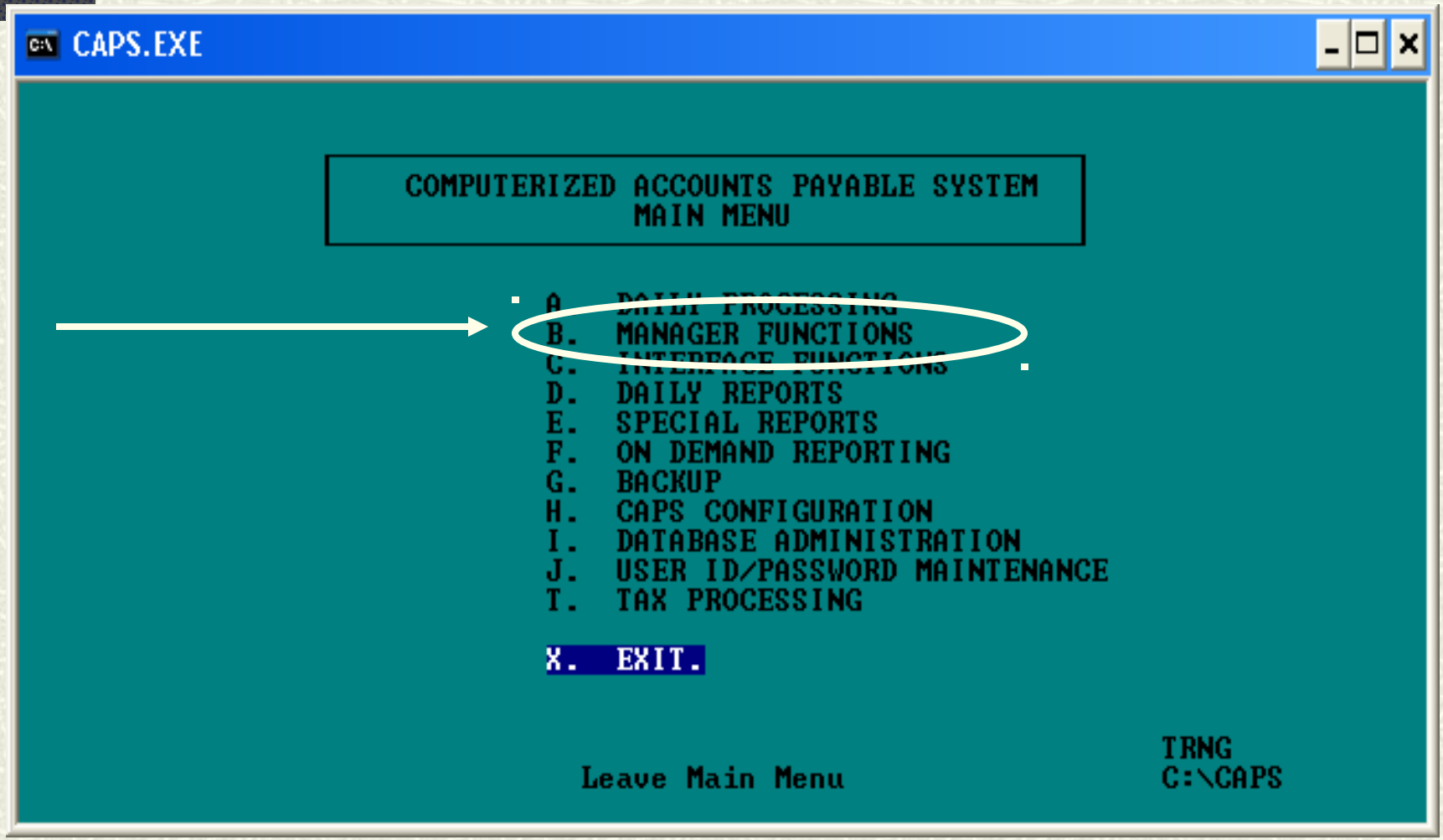
Once the targeted payment or record has been selected, press <F7> to delete the record.
DEL will be displayed next to the payment number field.

If a payment is in a computed or audited status, it can not be deleted. The payment status must first be altered.

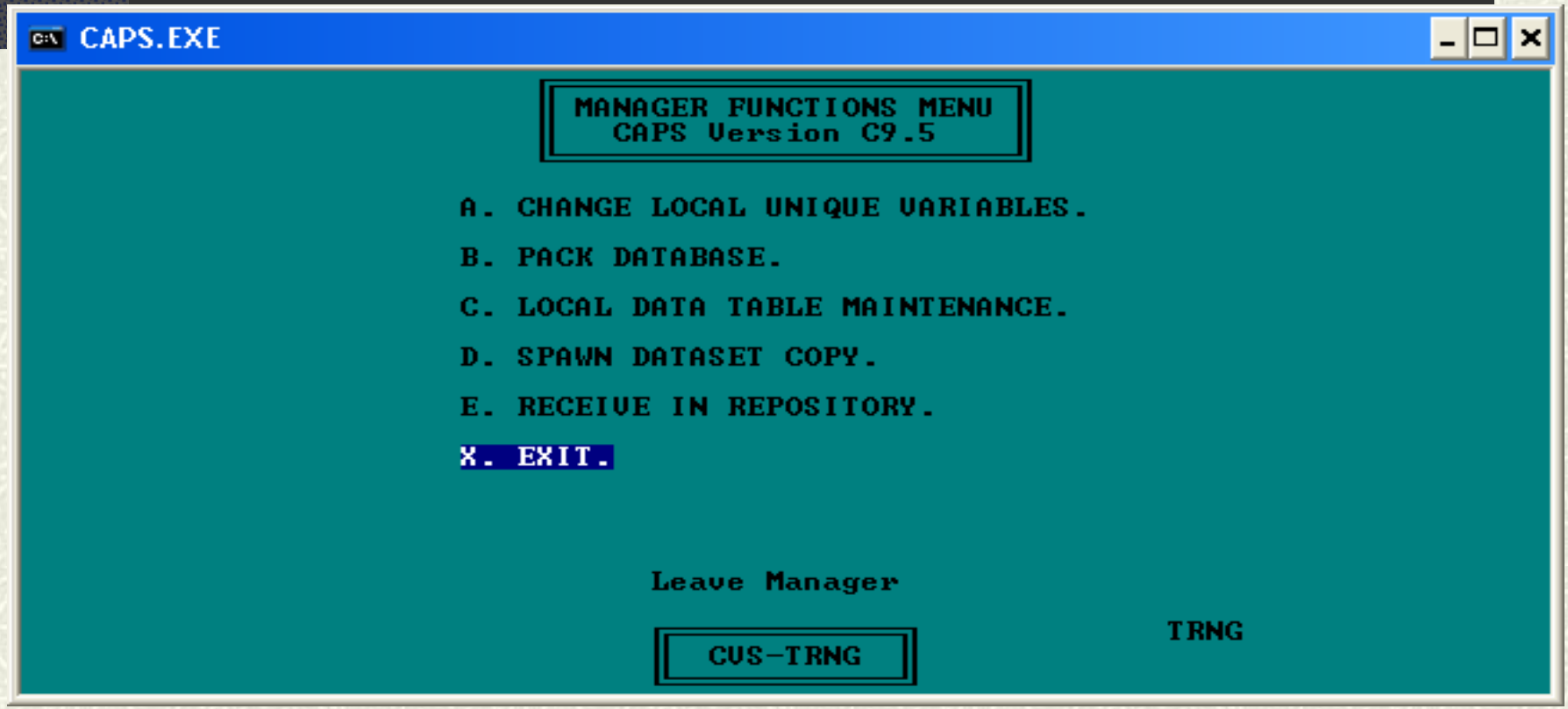
Module 6

Manager Functions, Local Data Table Maintenance, and System Back-Up in CAPS-C

Manager Functions Menu

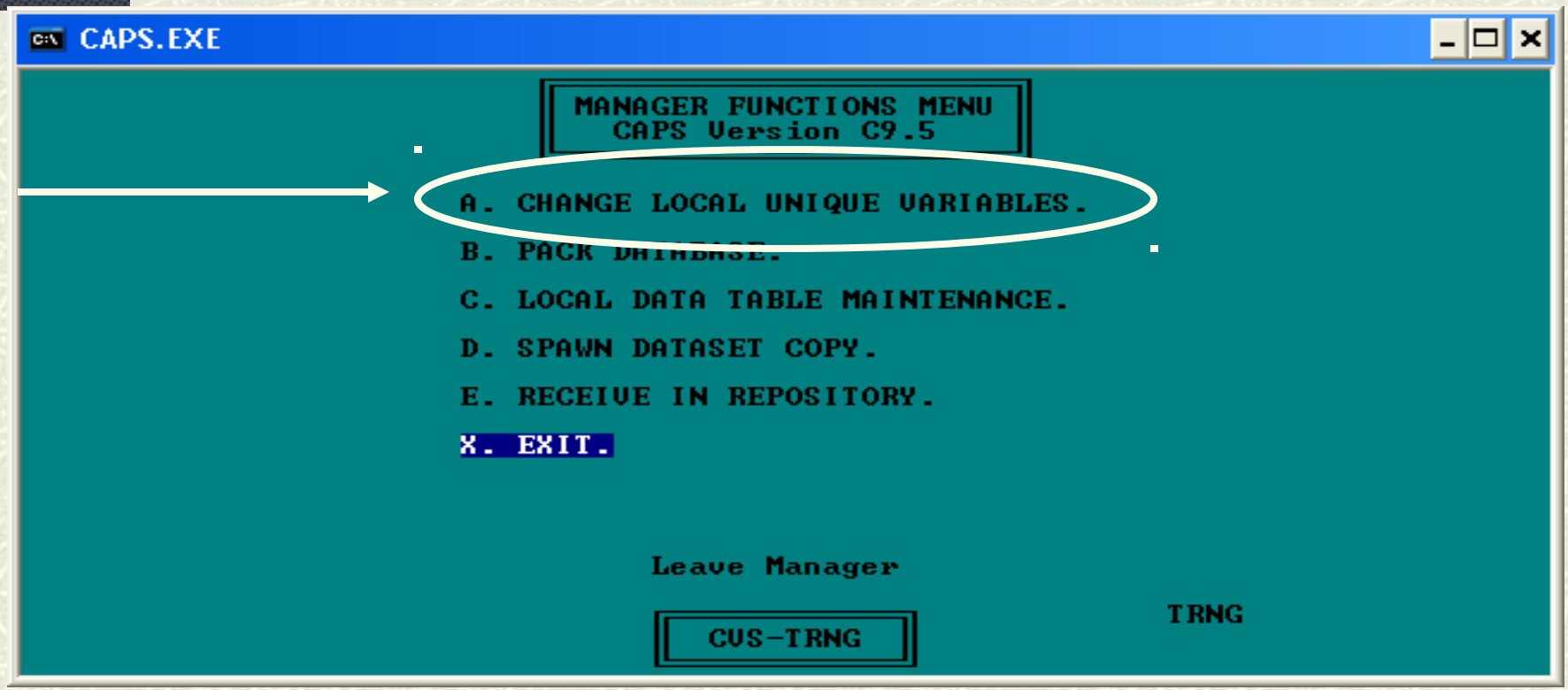


Manager Functions Menus

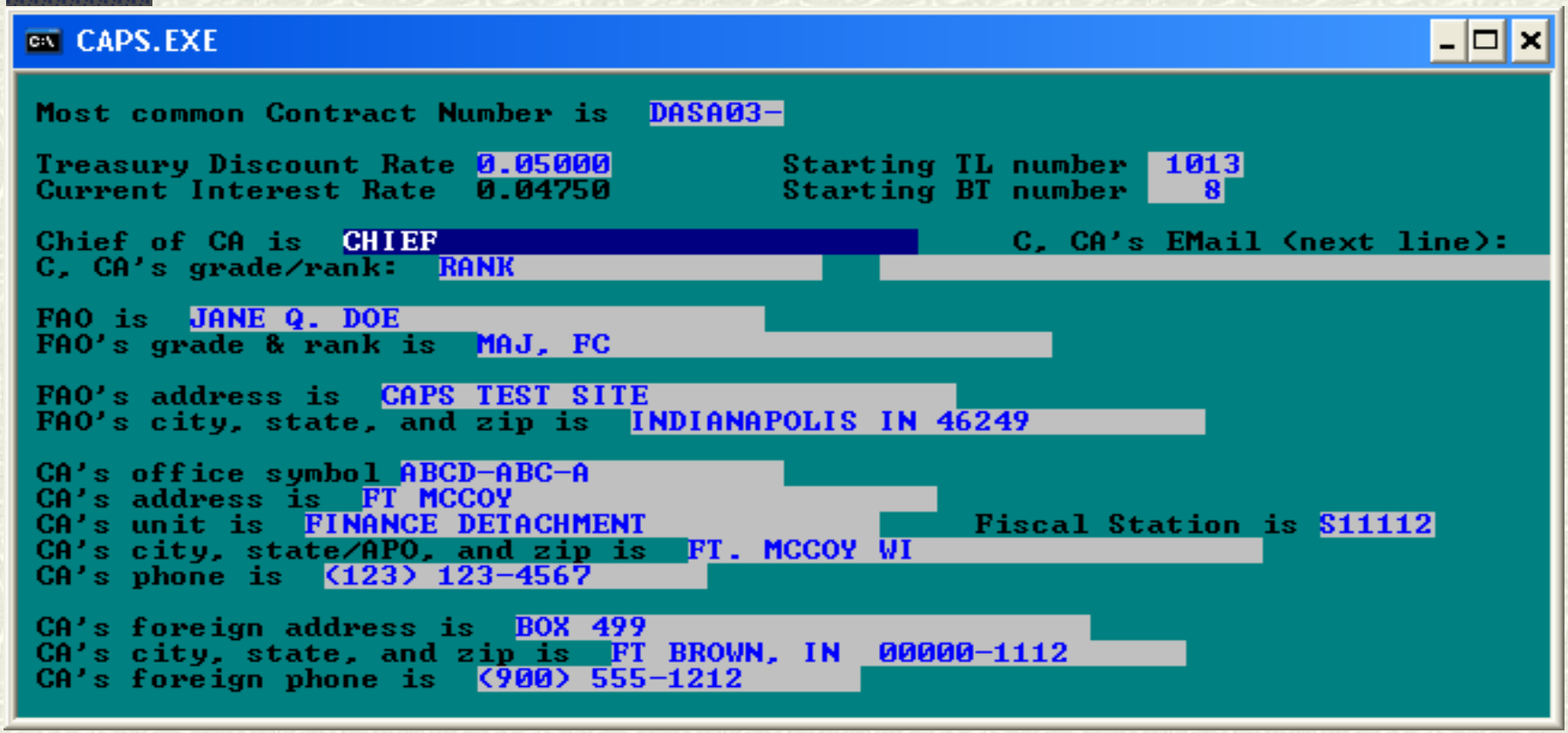


These are the basic different capabilities present within the Manage
In order to access this menu, managers must be given permi
Access to these menus must be strictly controlled and limited

Change Local Unique Variables

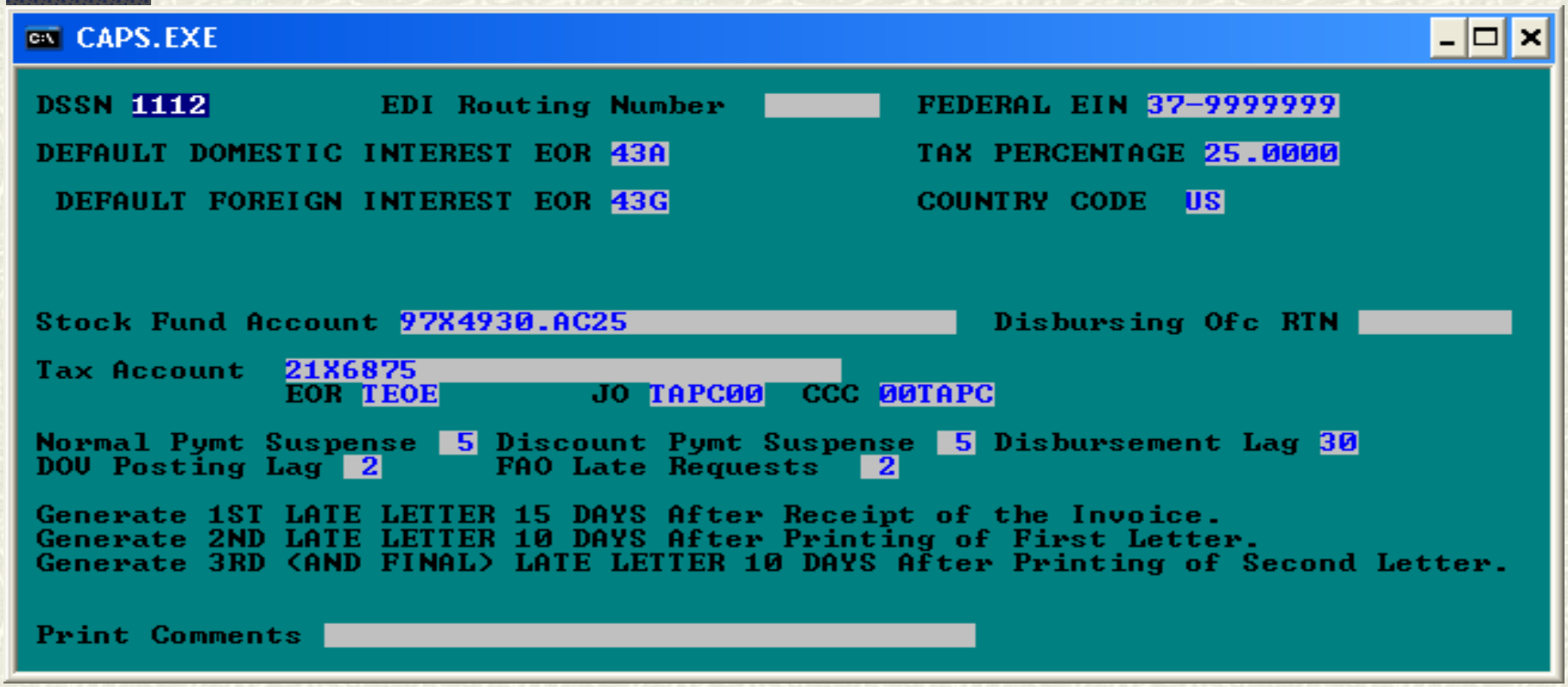


Change Local Unique Variables – Screen 1



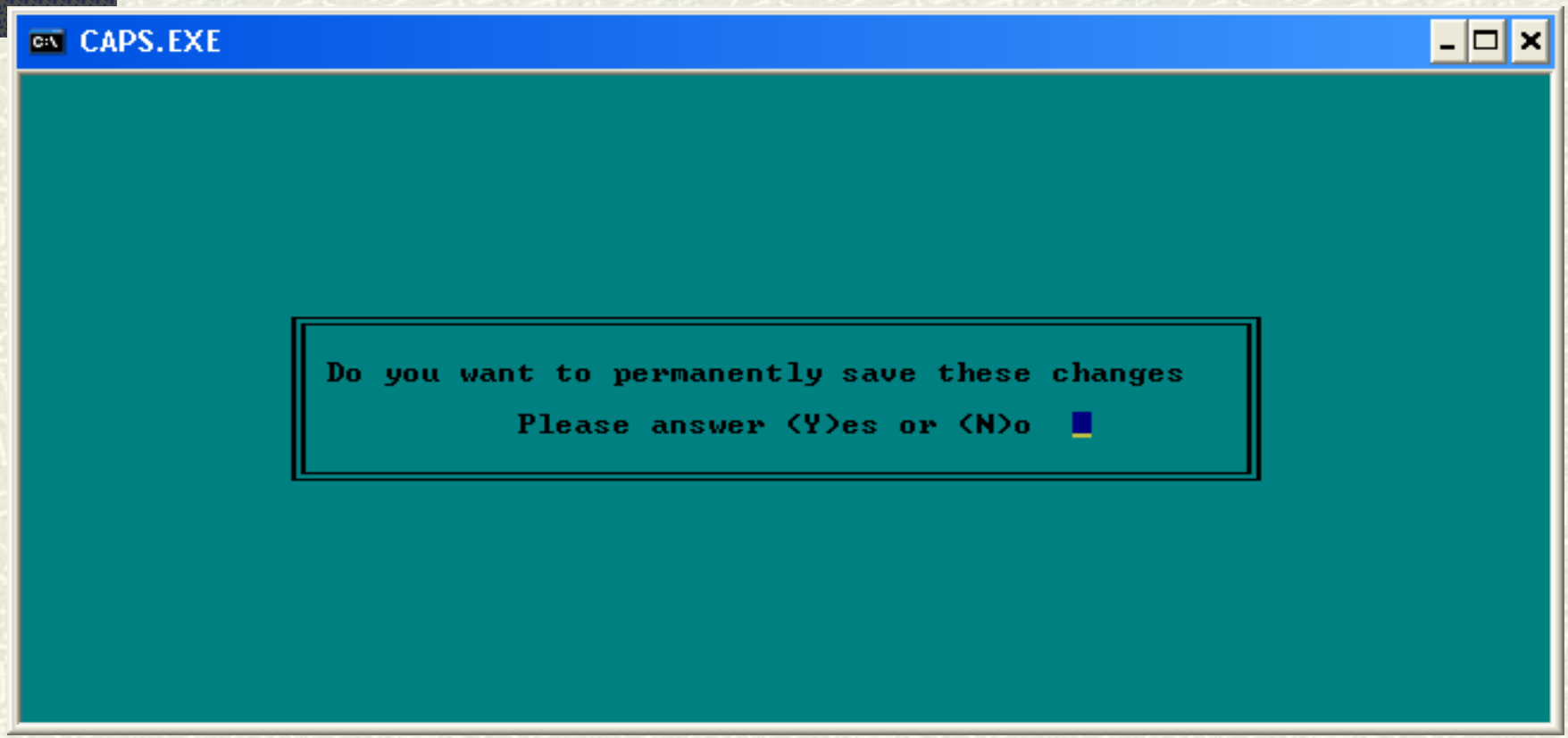
This menu allows the manager to change basic information relating
Office set-up.

Change Local Unique Variables – Screen 2



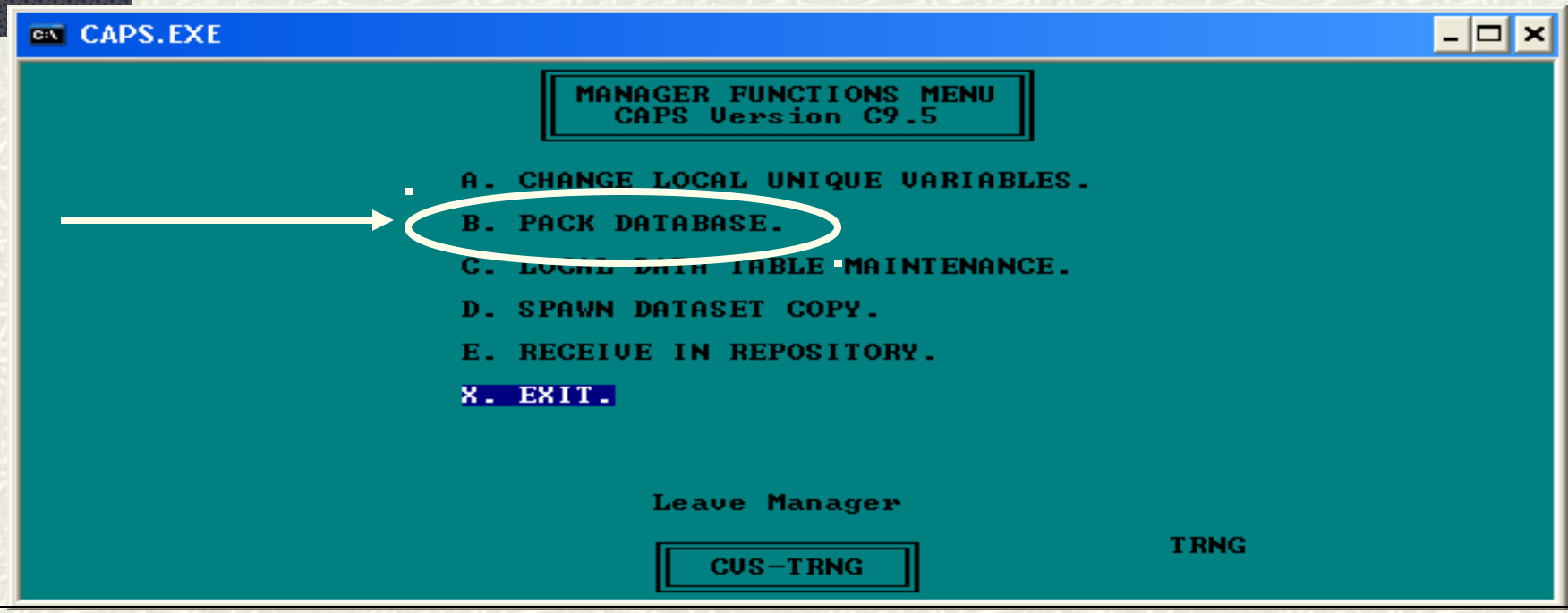
Disbursing Lag is important to a manager. Because the PPA does not apply in a contingency environment, payments can be made as soon as possible. When an

Change Local Unique Variable



If changes were made, enter <Y> to save.

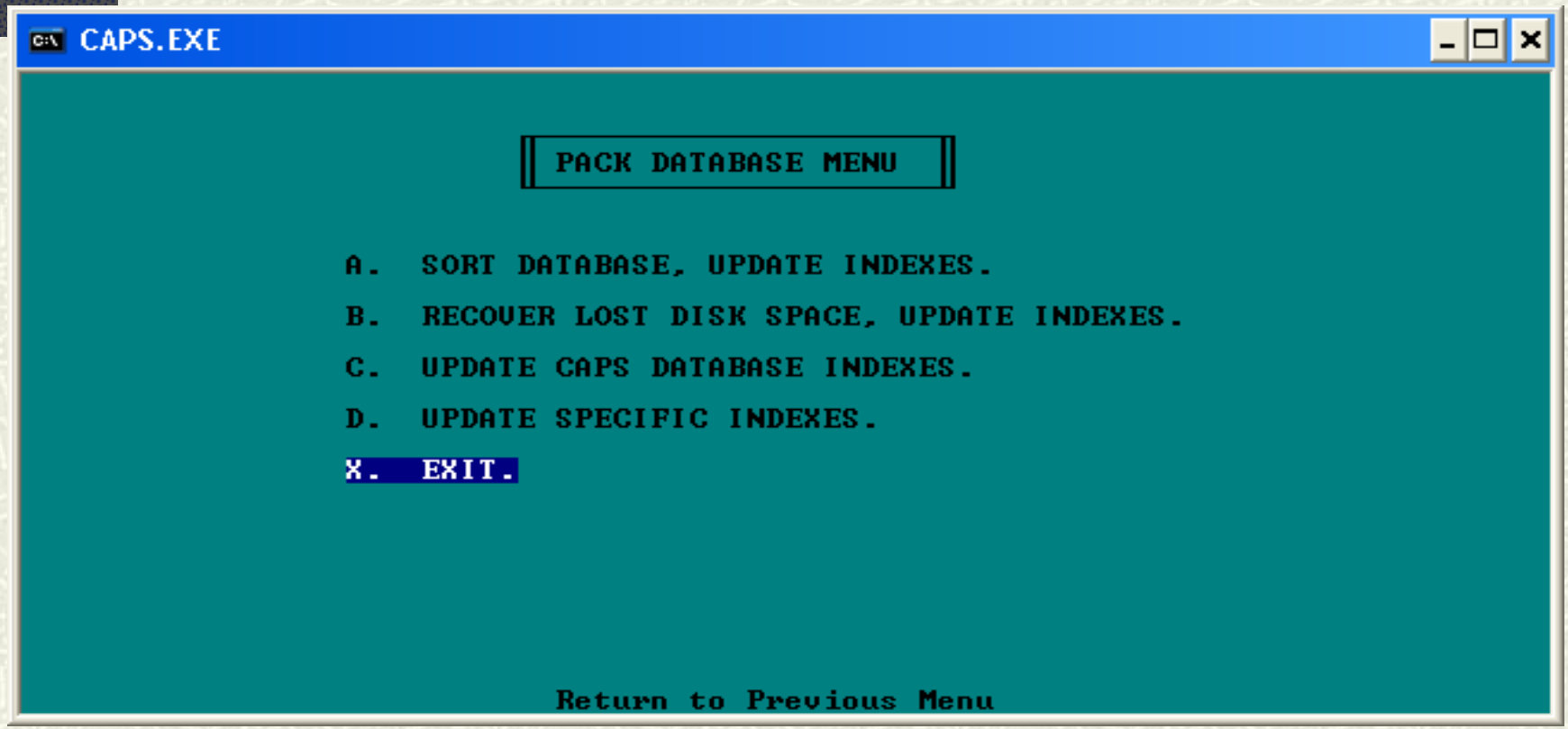
Pack Database



The pack database function allows a manager to optimize the CAPS-C database.

The utility will essentially defrag the database, making it more compact and streamlined. This will cause less chance of loss of data and other crashes.

Pack Database – cont'd

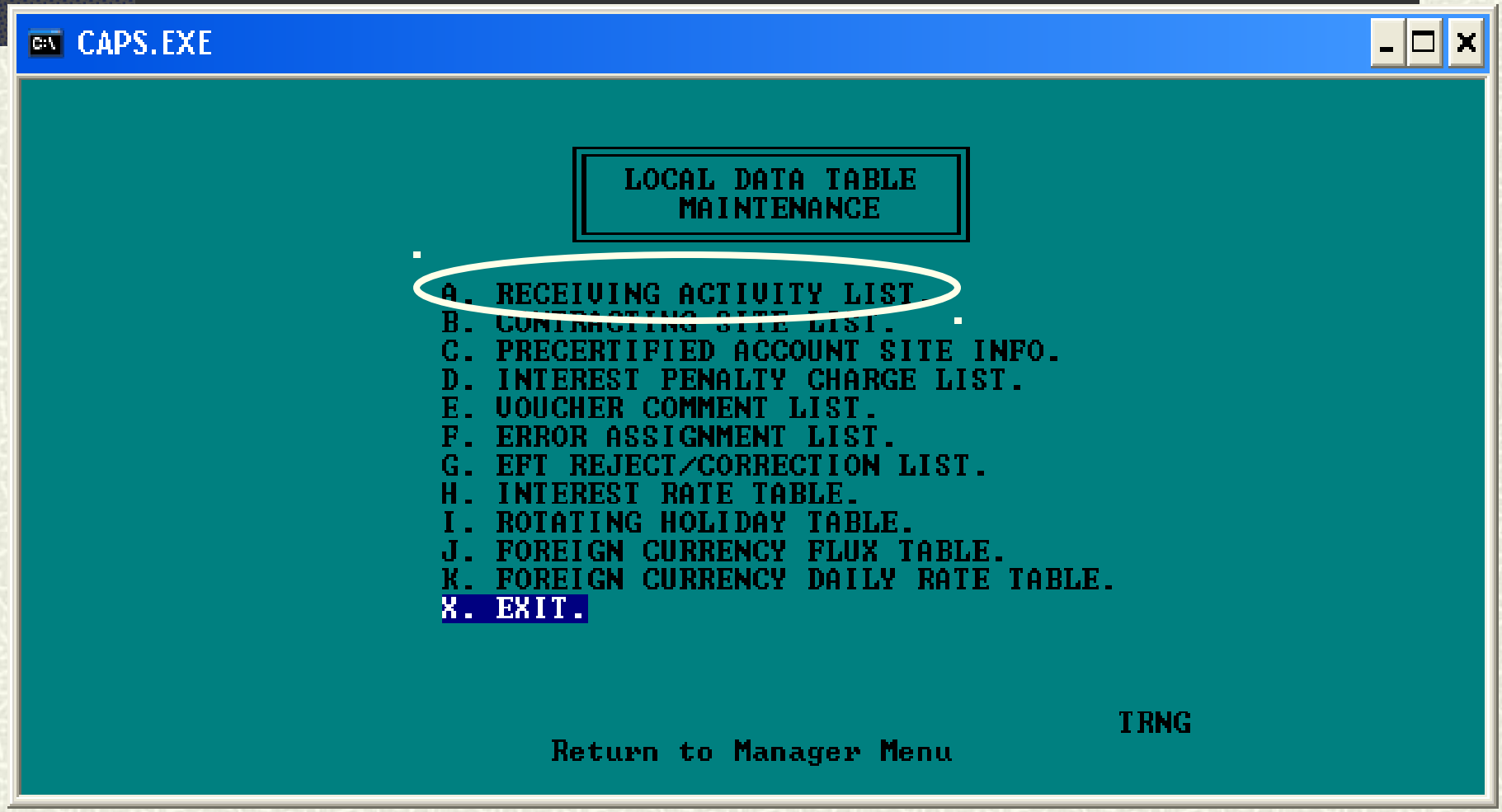


Local Data Table Maintenance

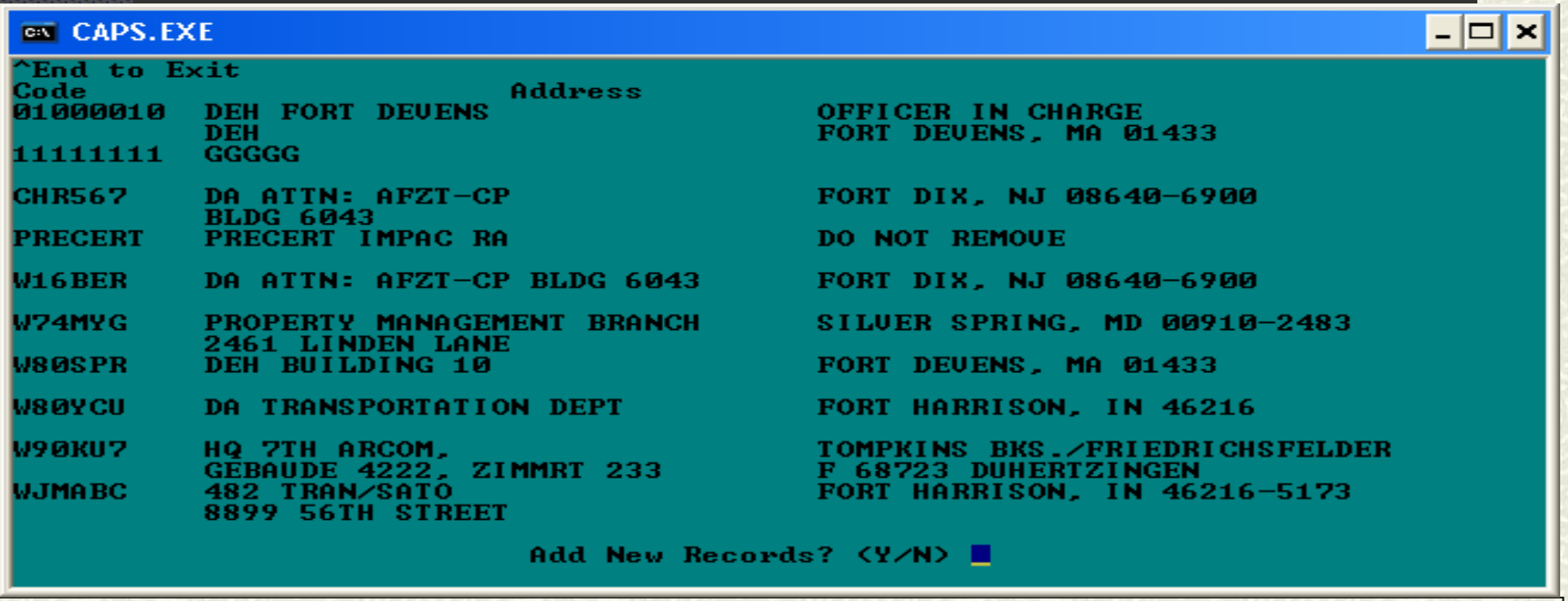
Local Data Table Maintenance allows Managers to update different areas of CAPS-C to include:

-Receiving Activity Codes
-Voucher Comments
-Voucher Error Codes
-Loading Daily Exchange Rates for Foreign Currency
-Loading Flux Lines of Accounting

Update Receiving Activity Codes



Adding Receiving Activity Codes

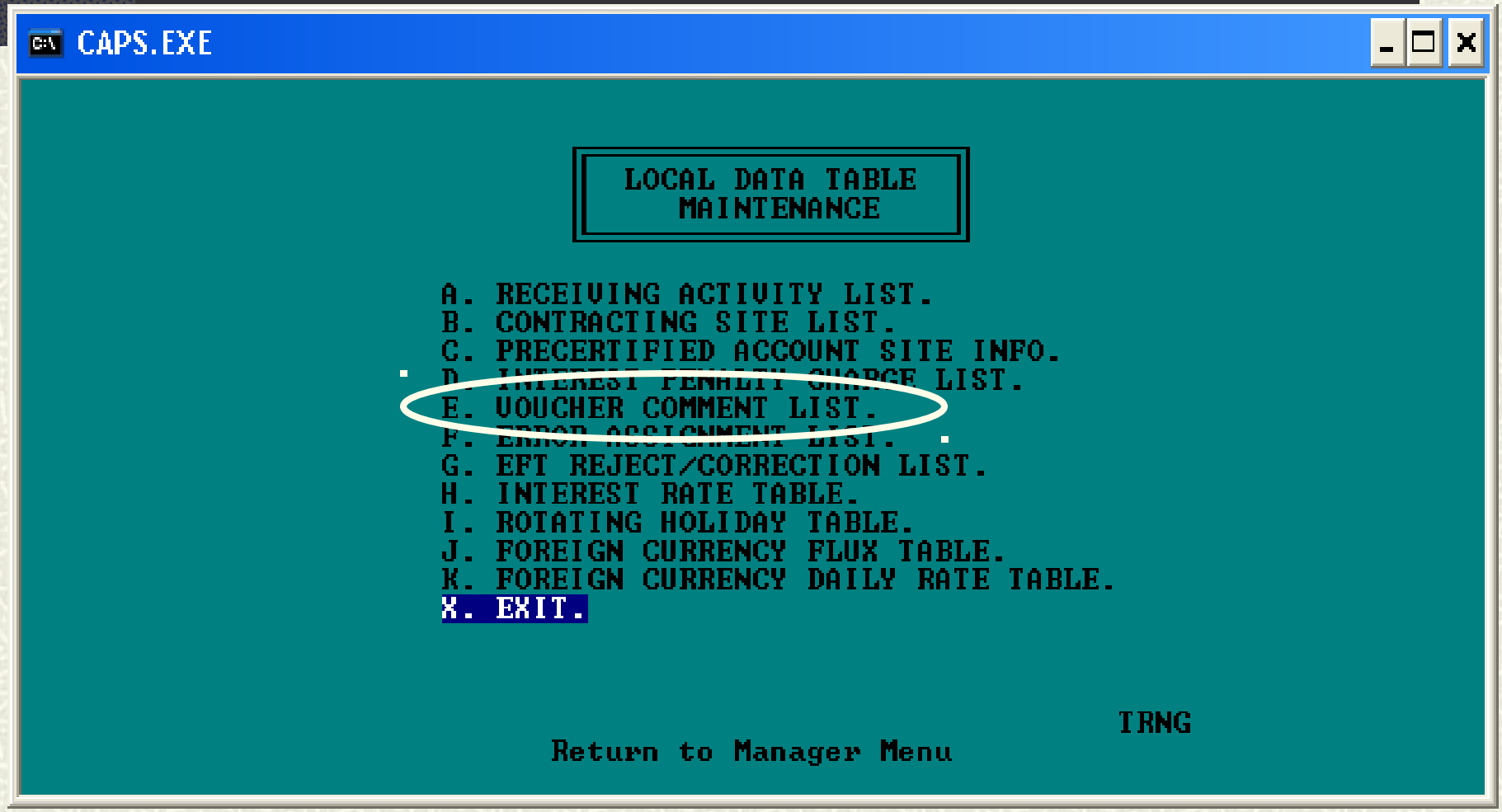


-Once in the Receiving Activity List, press <CTRL+END>.

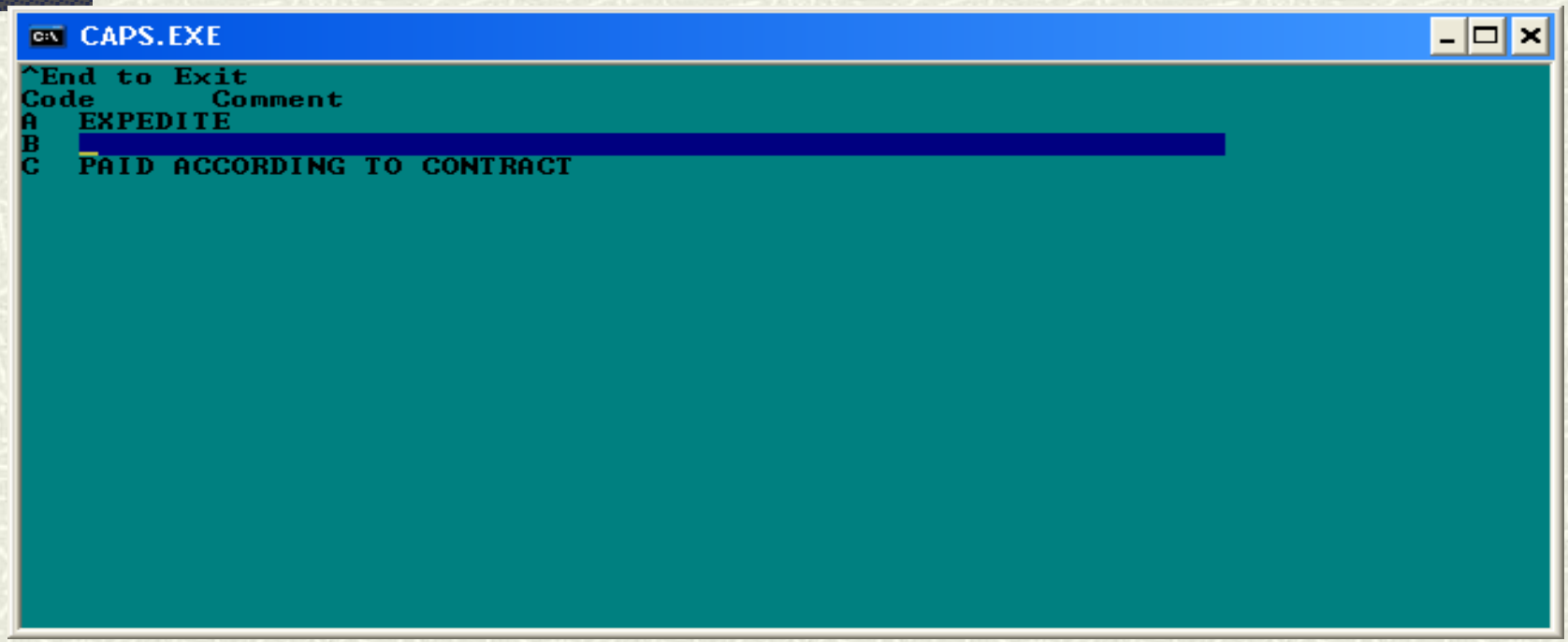
-When prompted, input <Y> for add new records.

-Input the new Receiving Activity DODAAC listed on the Contract.

Voucher Comment List



Voucher Comment List

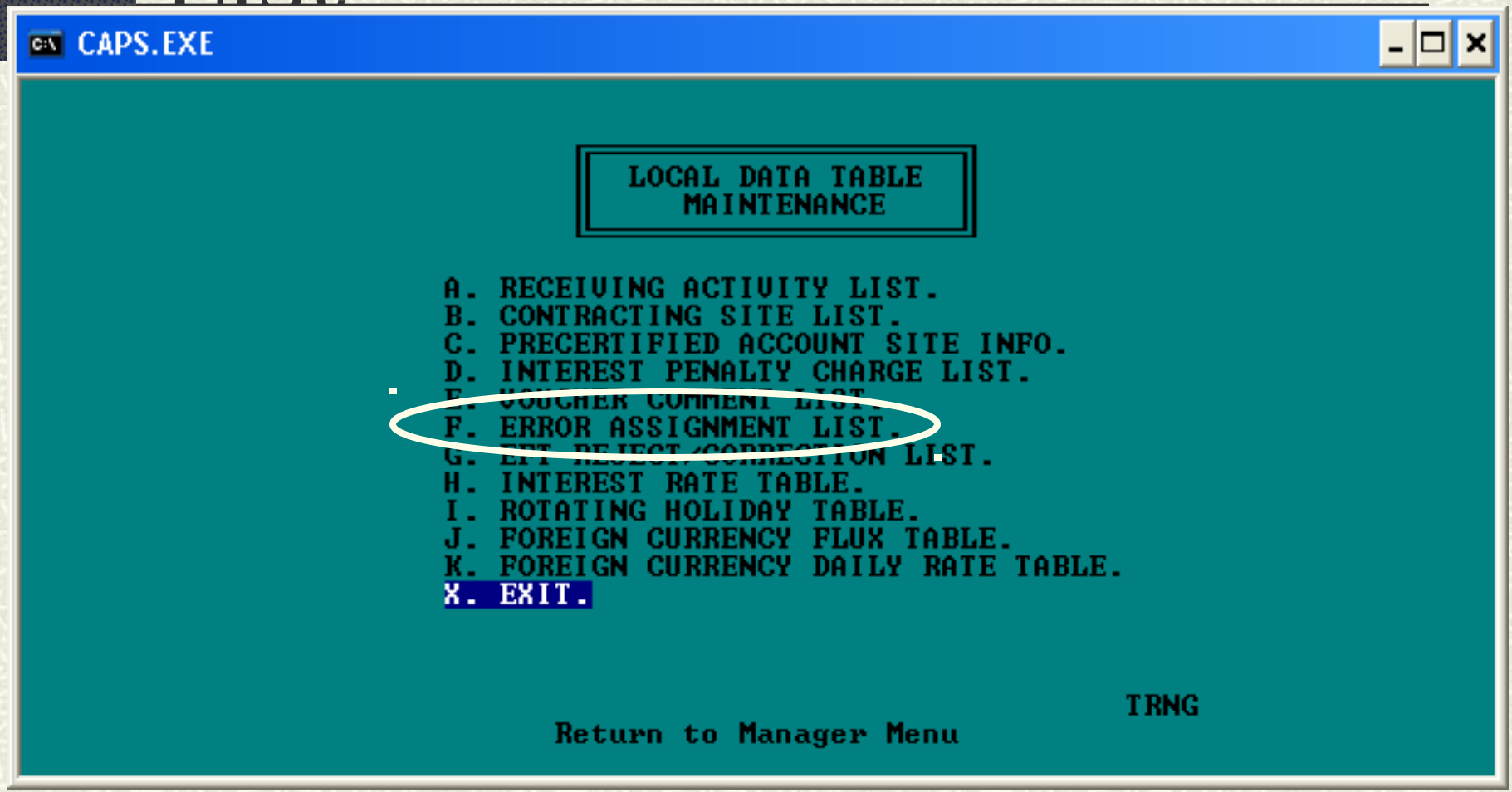


-To load a new voucher comment,either enter in an empty field, select <Y> to add new records.

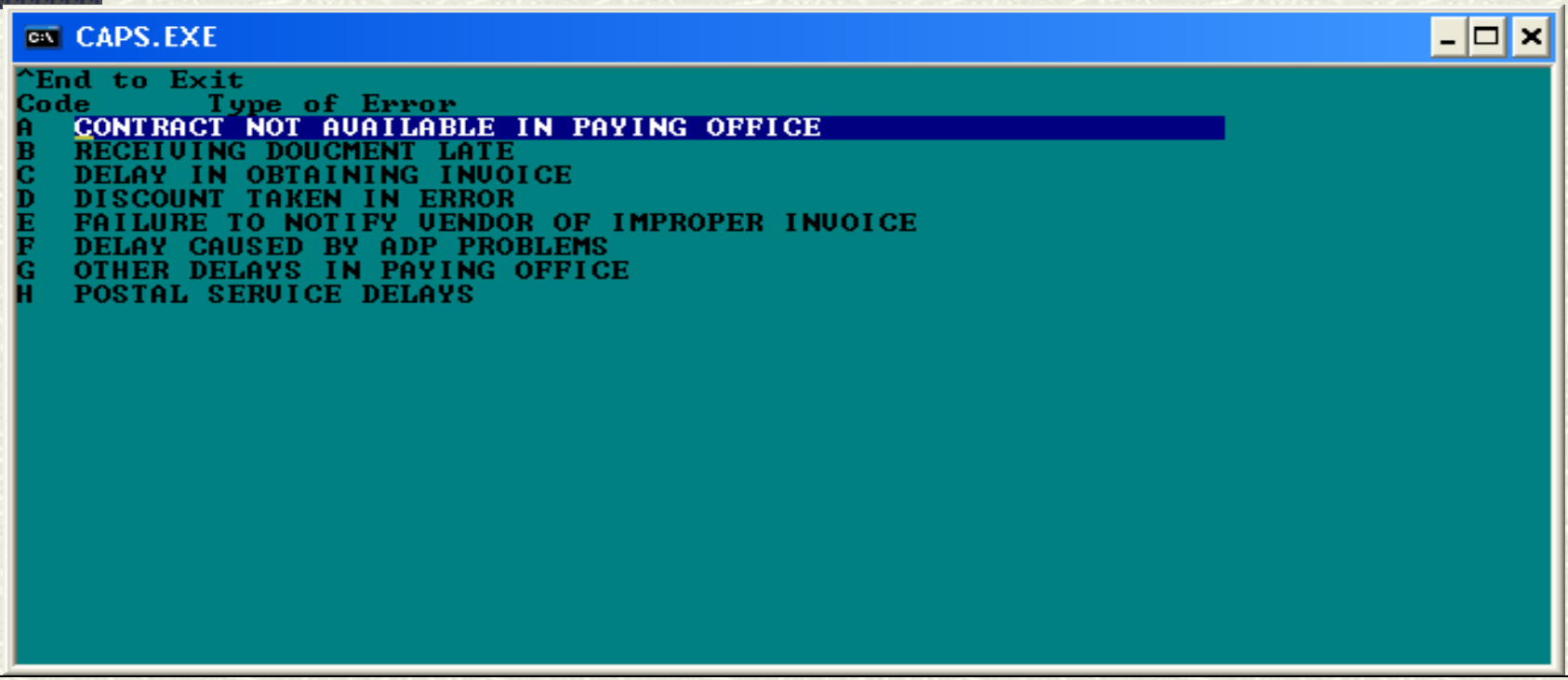
-All payment made in Afghani to Afghani Finanical Institutions must have

FOR SVCS/ EQUIPMENT RENDERED.

Voucher Error Comment List

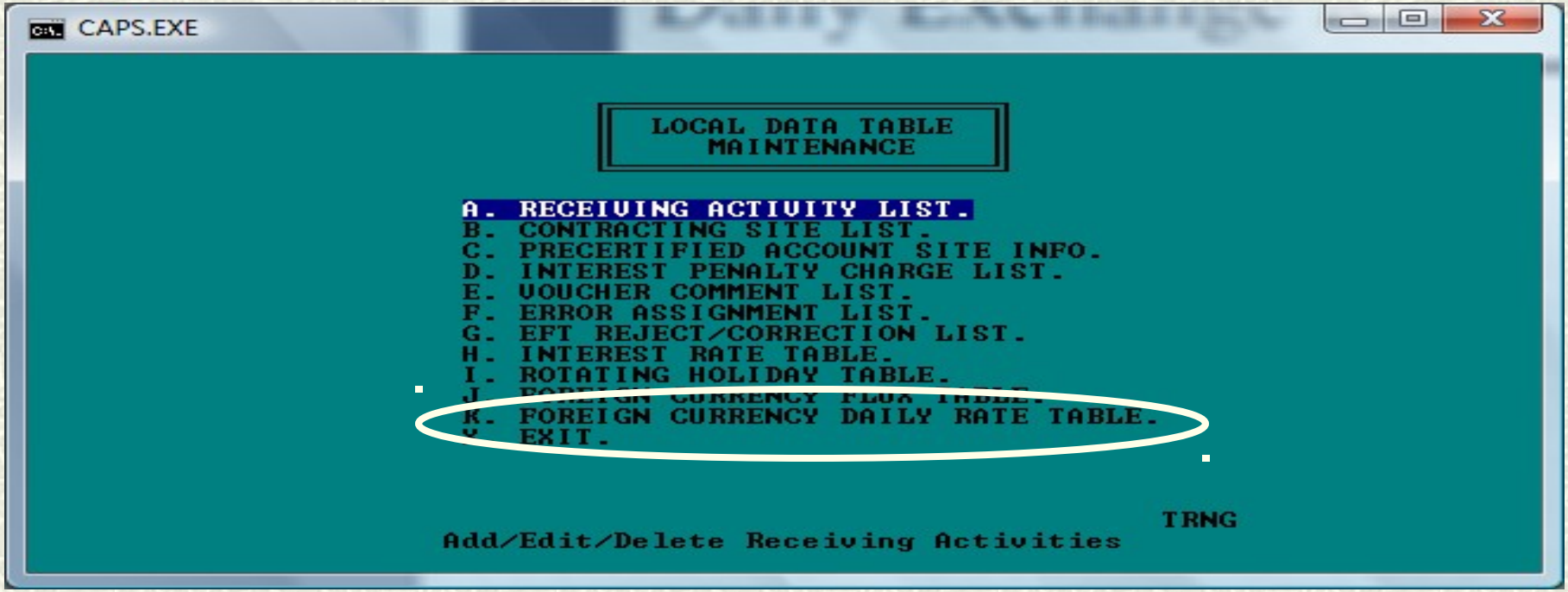


Voucher Comment List



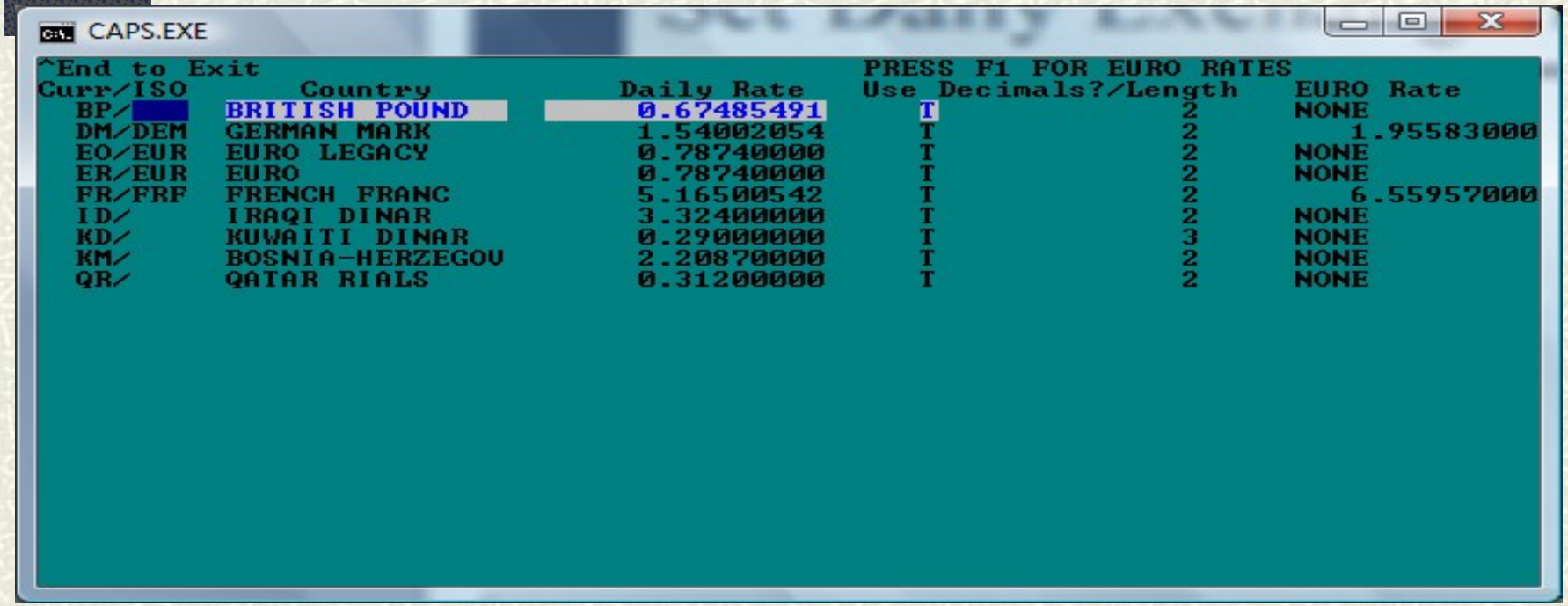
-To load a new voucher comment, either enter in an empty field or select <Y> to add new records.
-Enter the code and reason for error

Load New Foreign Currency/ Set Daily Exchange Rate



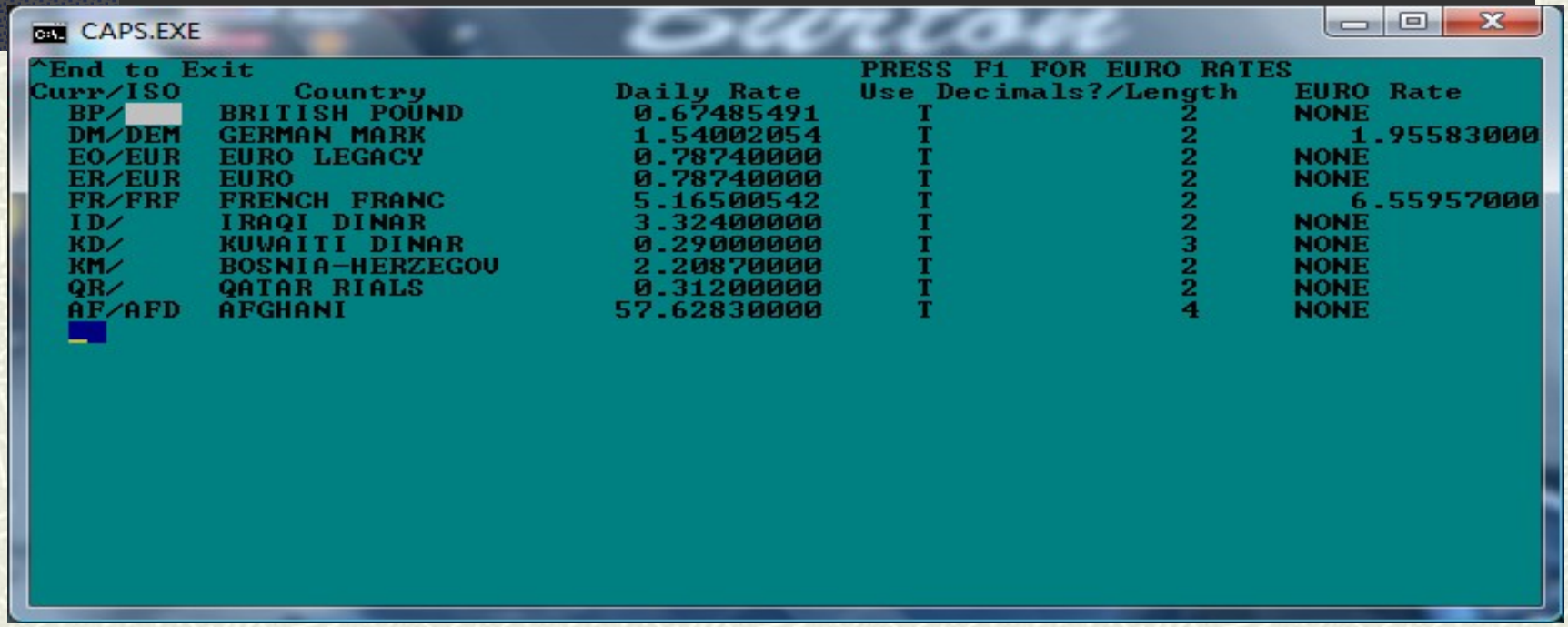
- To Load a new foreign currency or set the daily exchange rate, you will enter the same menu within CAPS-C.
- The daily exchange rate must be updated every day. Do not assume it hasn't changed just because you didn't receive information. You must verify!!!

Add Foreign Currency



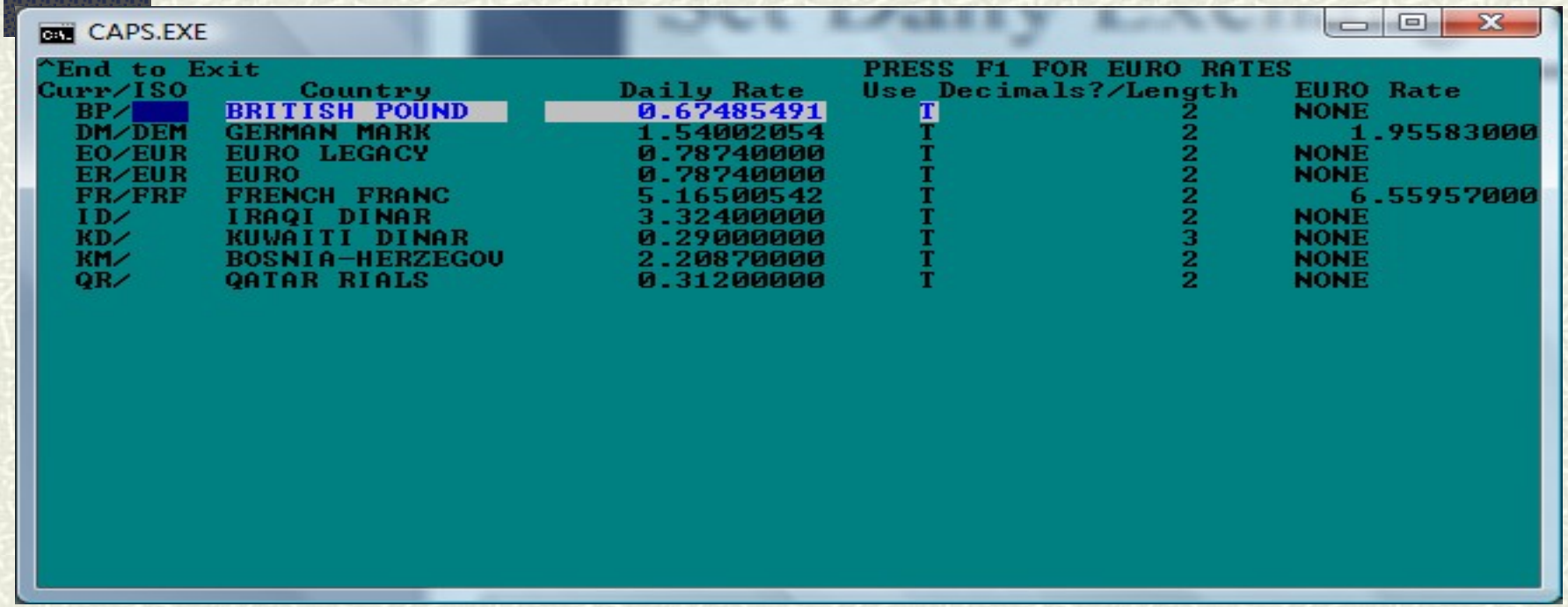
-CAPS-C will not allow you to enter a currency for a contract if it is not pre-loaded.
-Once at this screen, press <CTRL+END>. When is asks to add new records, enter <Y>

Add Foreign Currency



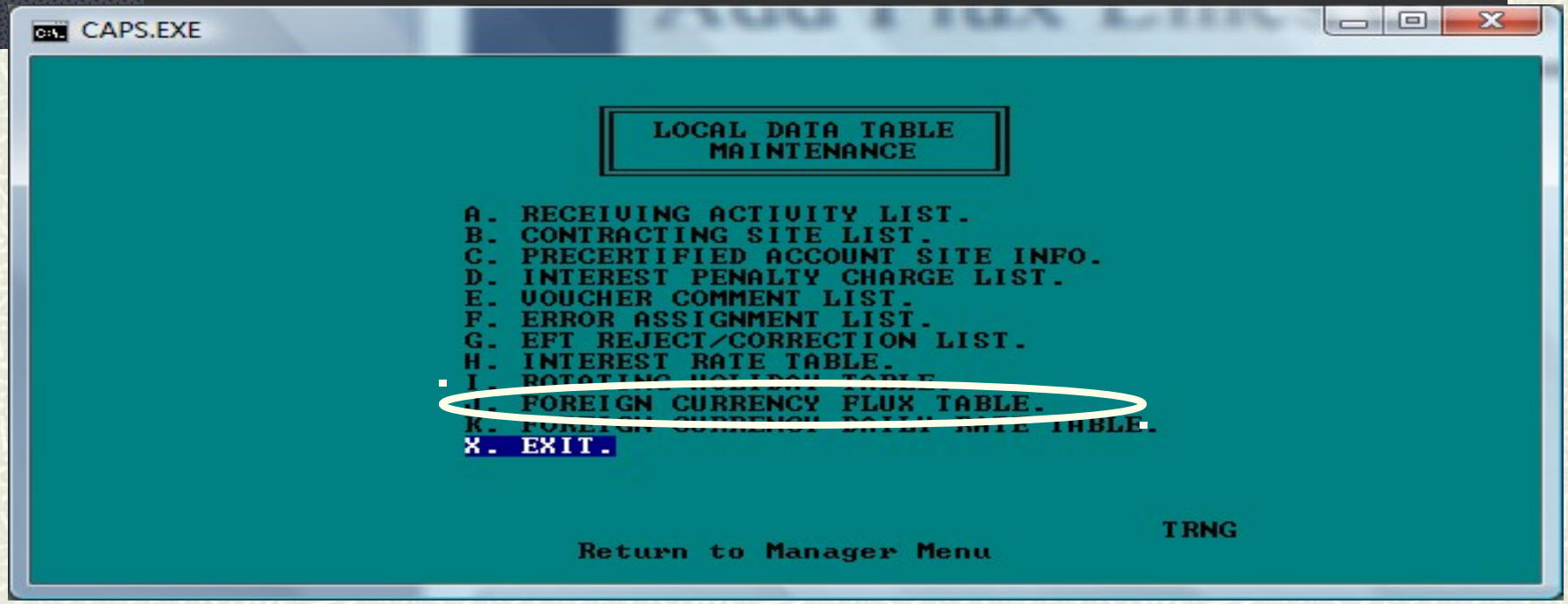
-You must ensure that the currency code you are inputting matches what Disbursing has loaded in DDS (AF for cash payments, F1 for EFT, etc.)
-In the country column, load the currency type.
-In the Daily Rate column, enter the exchange rate for that day.
-Enter <T> to use decimals. The length column is for how many

Change Daily Exchange Rate



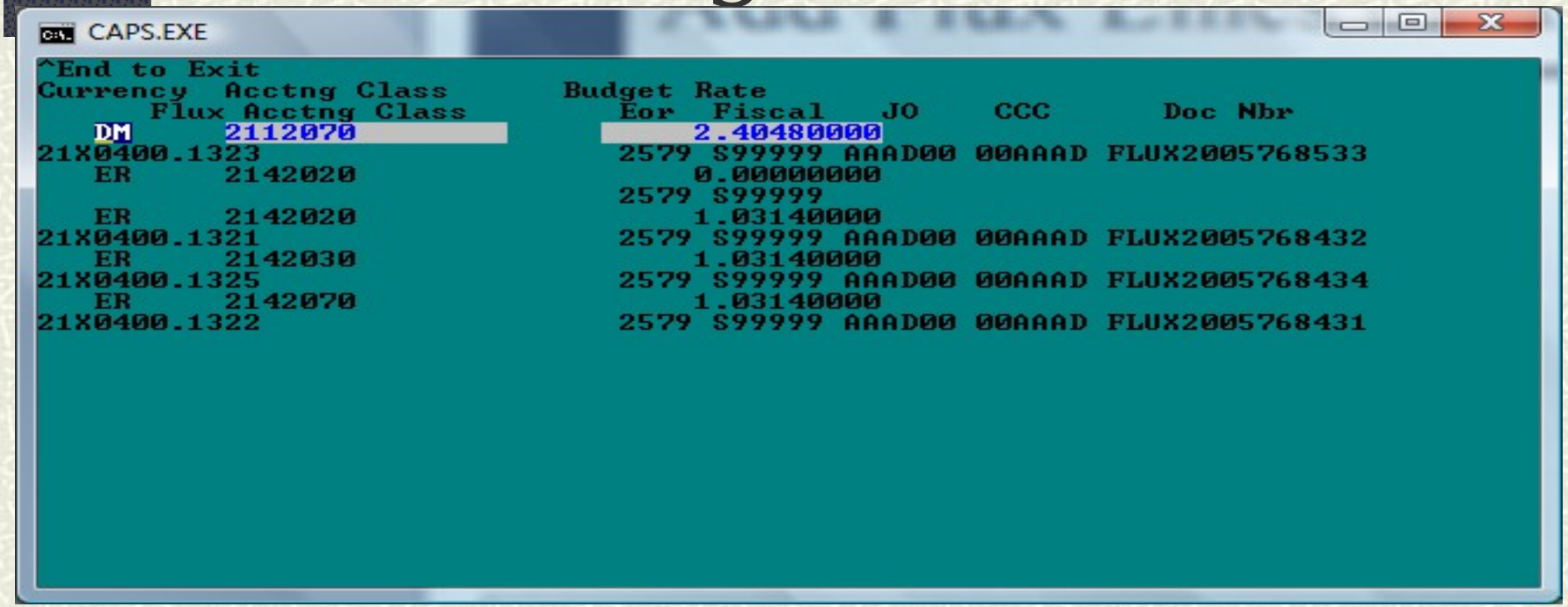
-To change the Daily Exchange Rate, enter to the currency that you wish to change.
-Highlight the Daily Rate column. Enter the new exchange rate.
-Press <CTRL+END> to return to the Local Data Table Maintenance Menu.

Add Flux Lines of Accounting



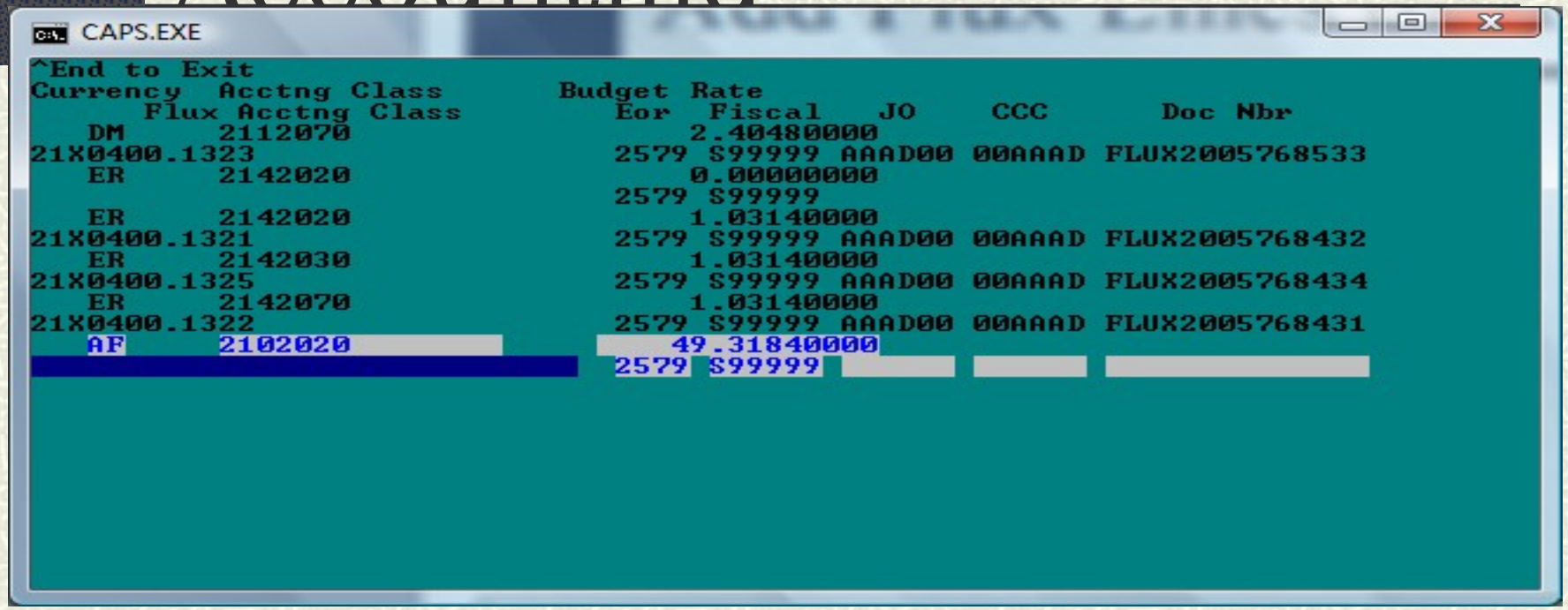
-Because Foreign Currencies fluctuate on a Daily Basis, a Flux line must be loaded.
-The flux lines are issued by CENTCOM C8, and only apply for CENTCOM funded contracts.

Add Flux Lines of Accounting



-This is the Flux line screen. If a new LoA must be added, do not type over an existing one. Enter a new record.
-Enter <CTRL+END> , then <Y> to add a new record.

Add Flux Lines of Accounting

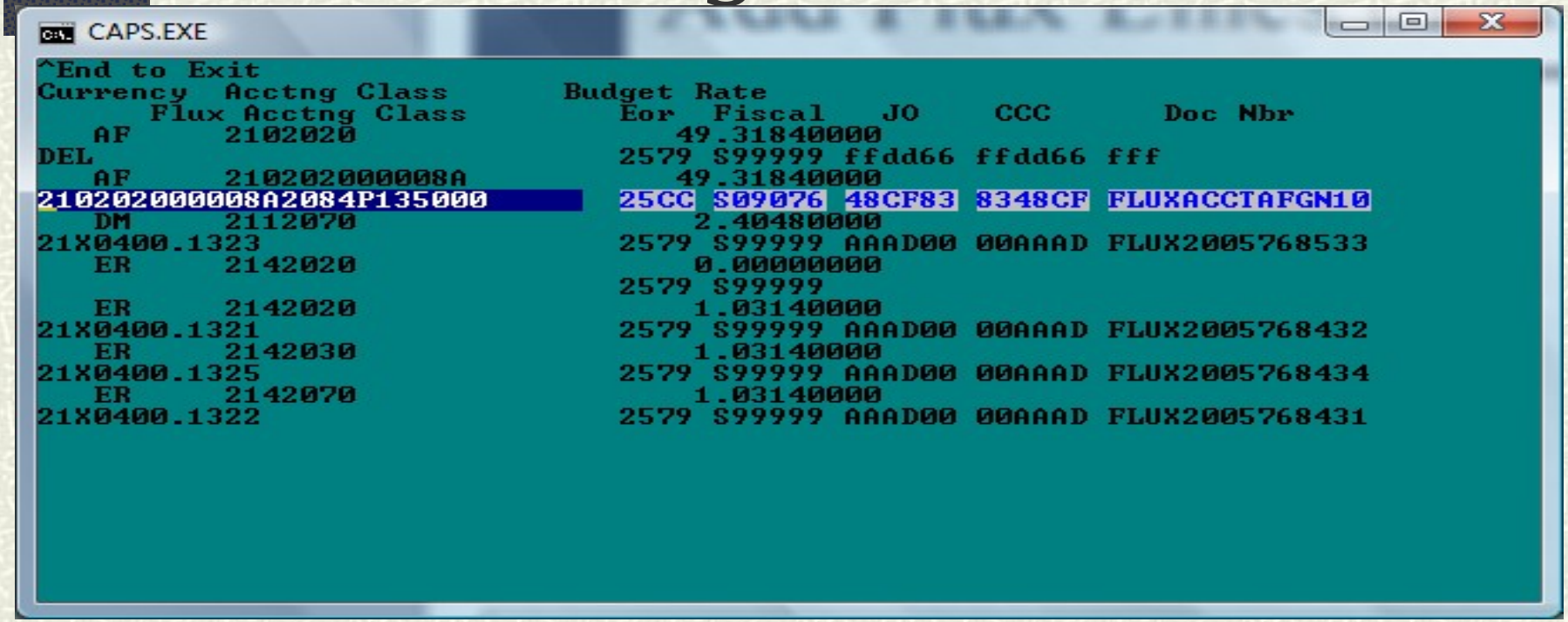


-Input the currency code that you are entering the Flux line for.
-The Accounting Class is the LoA's that the flux line is assigned to. This will be provided by C-8.

-It is crucial that you input these correctly!! CAPS will assign the Flux line to payments by matching the first 15 characters of the LoA to what is entered.

-The budget rate will be issued at the beginning of each FY

Add Flux Lines of Accounting

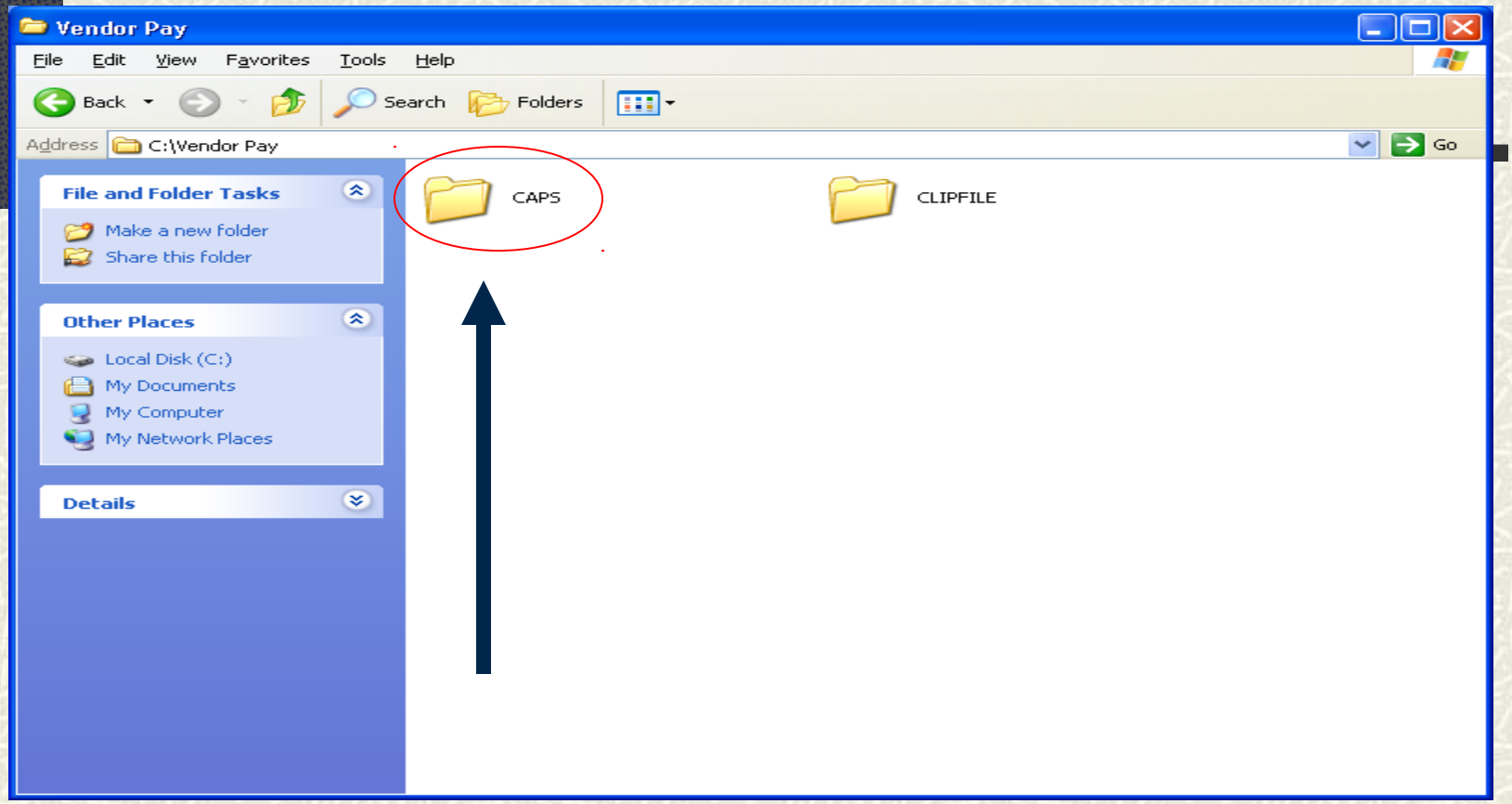


-The Flux Line of Accounting information that is entered must match what is provided by ARCENT. Currently the only authorized Flux Account is for FY 10 appropriations.

-Different Flux lines must be entered for each category of LoA. It is common to have 10 to 15 lines per Currency Code!

System Back-up

- It is imperative that CAPS-C is backed up daily.
- Failure to do so could cause a catastrophic loss of data.
- While CAPS-C has a backup utility, that is not the preferred method of backing up.



-Locate the CAPS folder on the Server
-Copy this entire folder, and paste it to a different drive than the one it is currently on. This will back-up the entire CAPS-C database.
-If you have to restore your database, then just copy that CAPS folder and paste it back to the server drive. Run

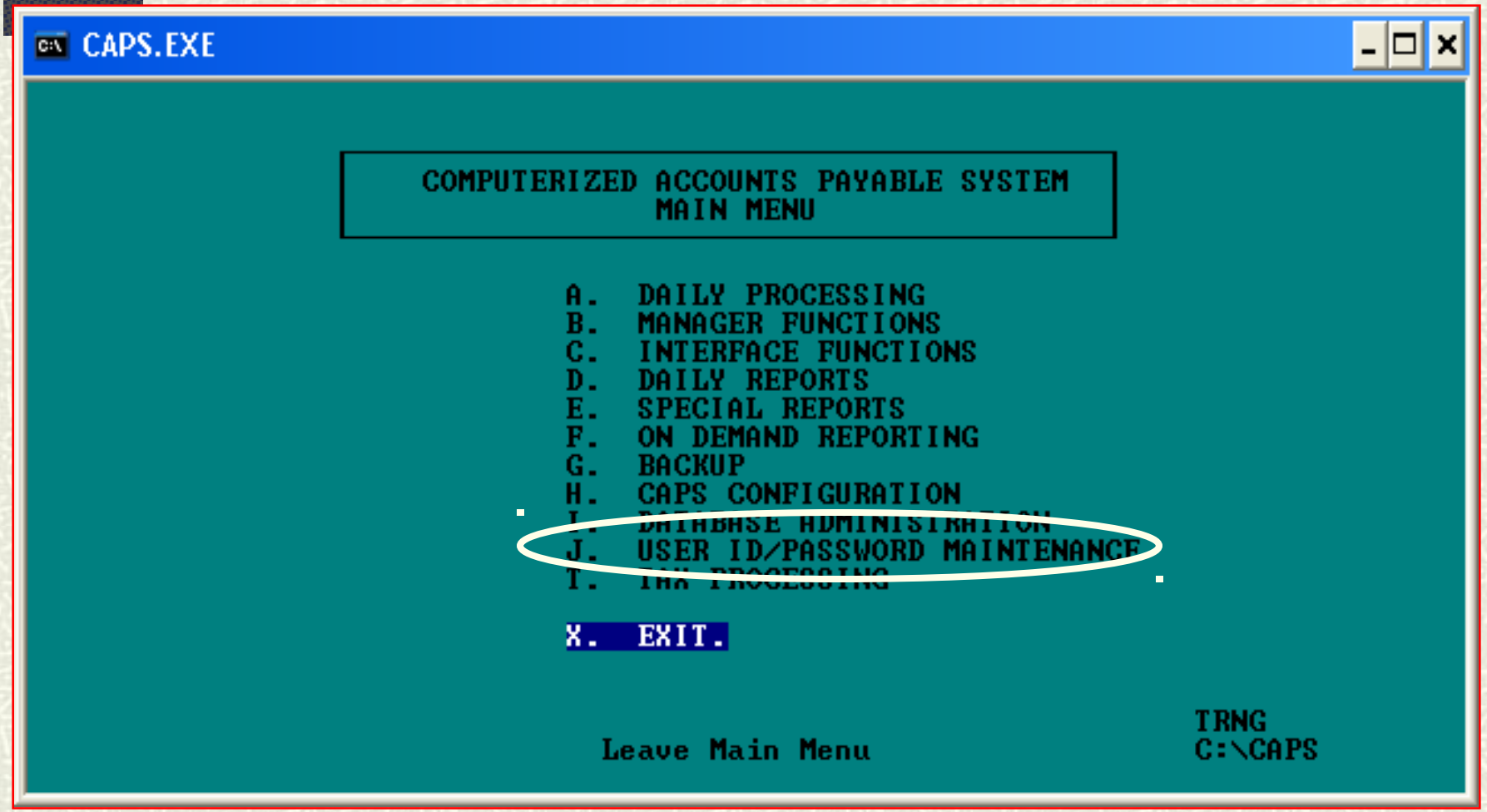
Module 7

UserID and Password Maintenance

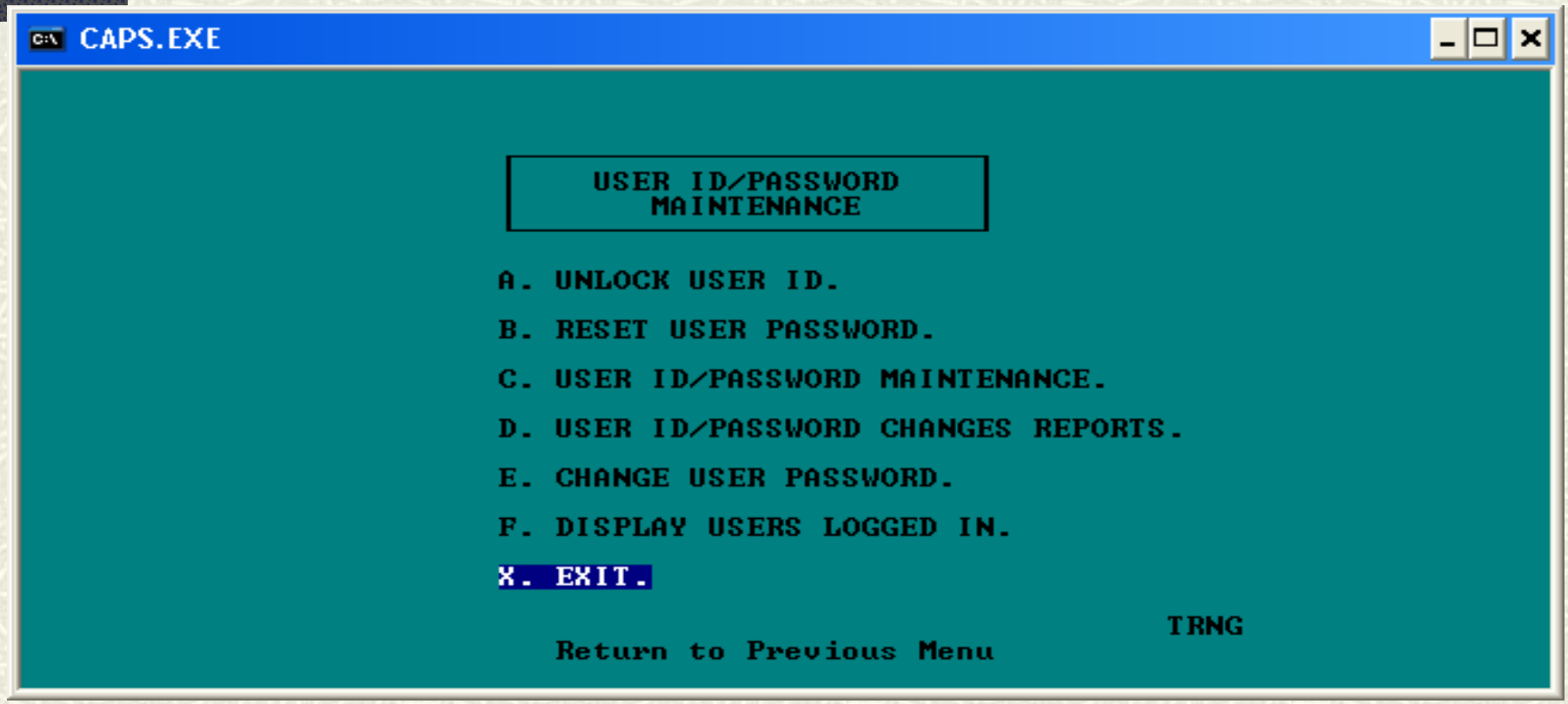
UserID/ Password – cont’d

- There are 3 different levels a user can have for UserID and Password Maintenance:
  - Level 1
    - Users can change their own password.
  - Level 2
    - Users can unlock UserIDs and reset passwords.
  - Level 3
    - Users can create new UserIDs.
    - Users can grant system access rights.

UserID/ Password Maint. – cont'd

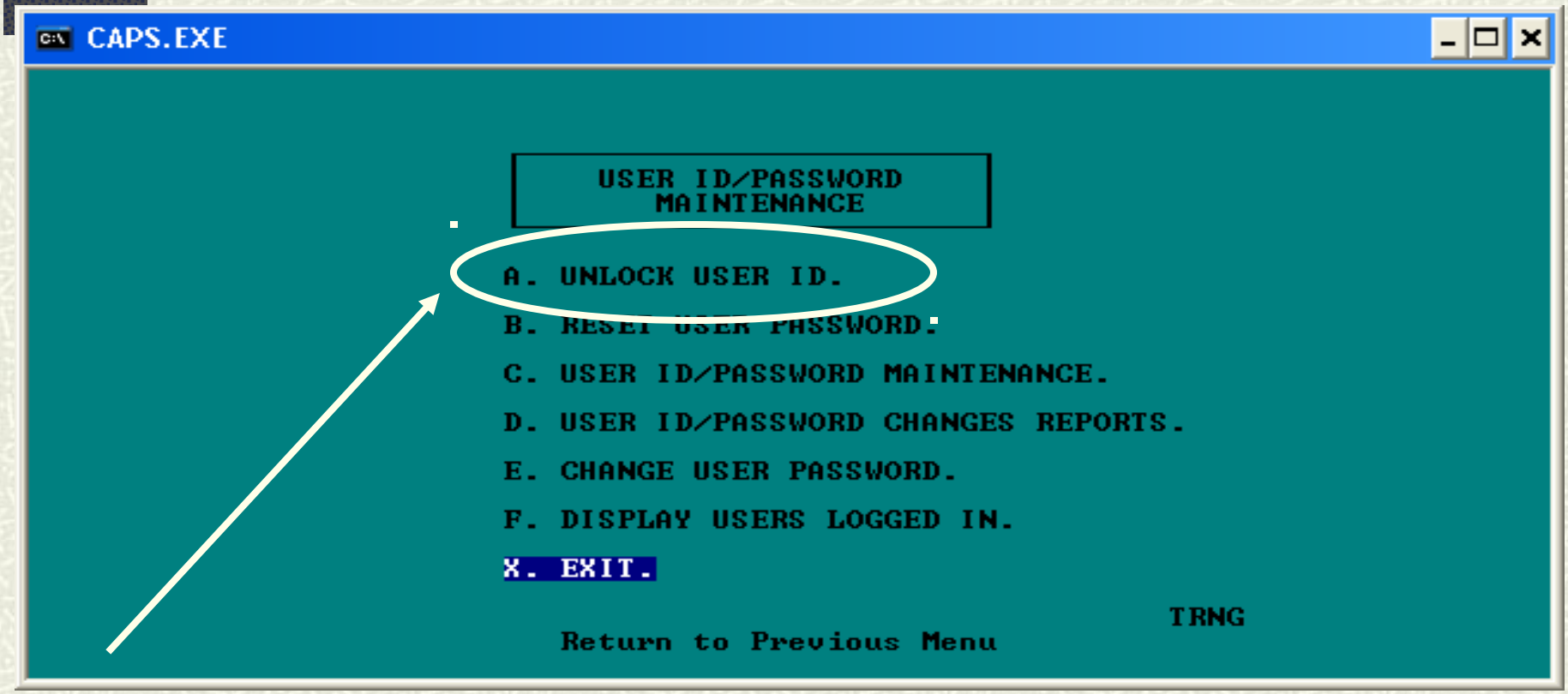


UserID/ Password Maint. – cont'd



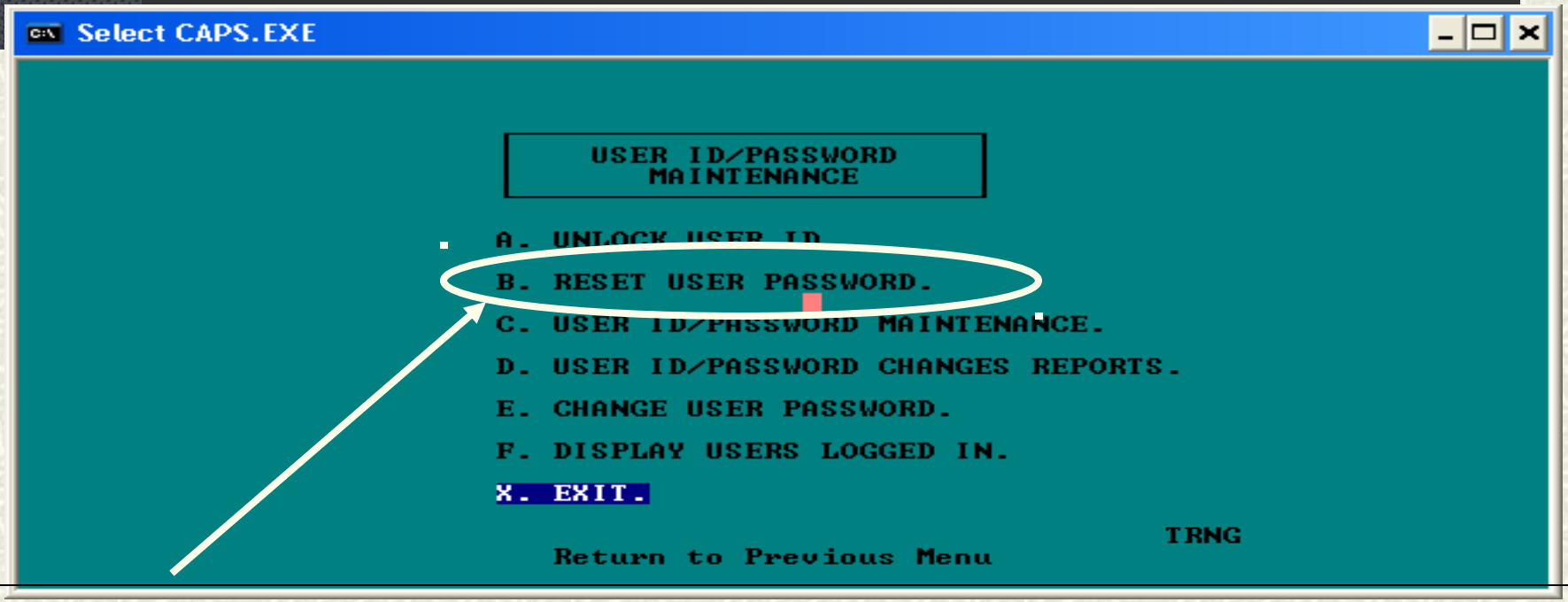
This is the main menu for UserID/ Password Maintenance.

Unlock UserID



If someone exits CAPS-C incorrectly, their UserID will be locked.
In order for them to log-in, use the Unlock UserID option.
Enter the desired UserID, and the system will unlock.

Reset User Password



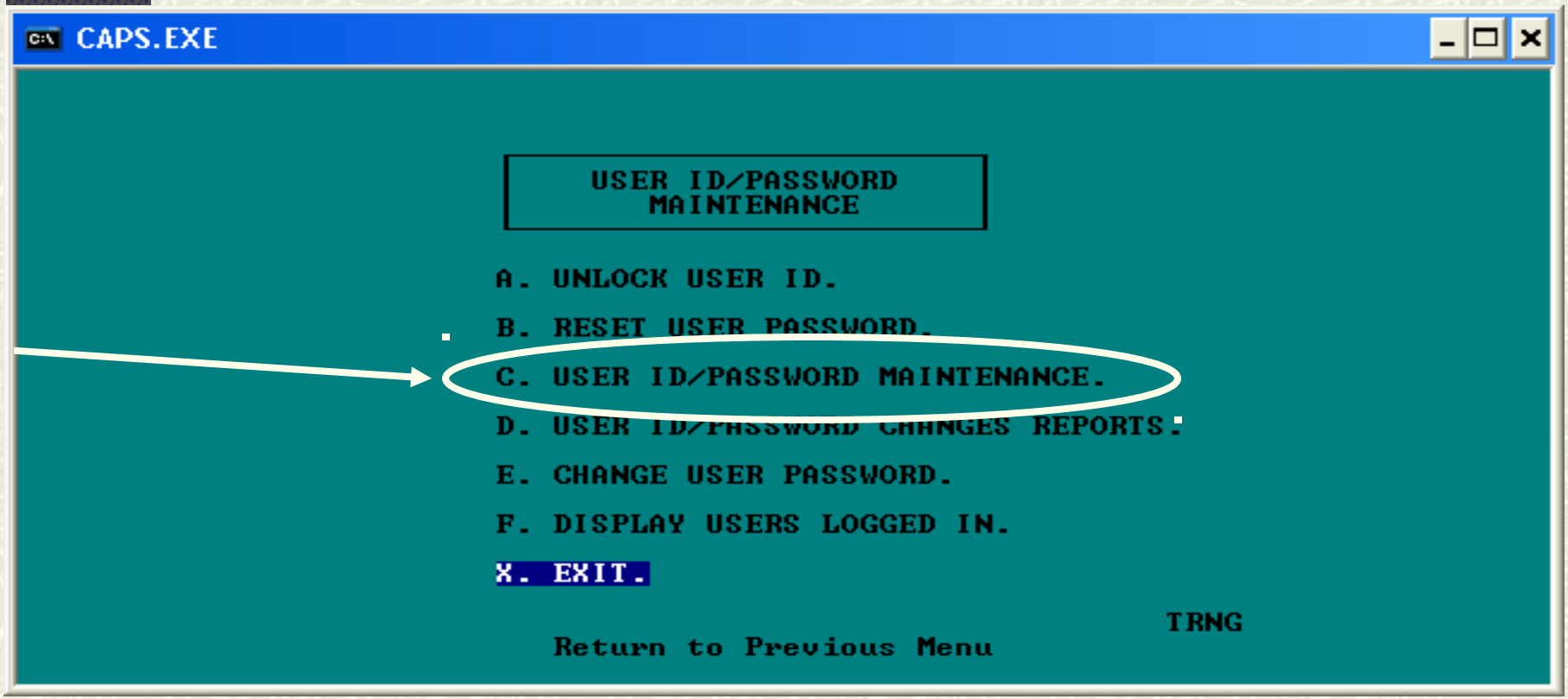
If someone forgets their password, or their password does not work, use the Reset User Password.

Enter the UserID, and the system will automatically reset the password to NEWUSER

If a user enters the wrong password three consecutive times, their UserID will be locked, and they will not be able to access CAPS-C

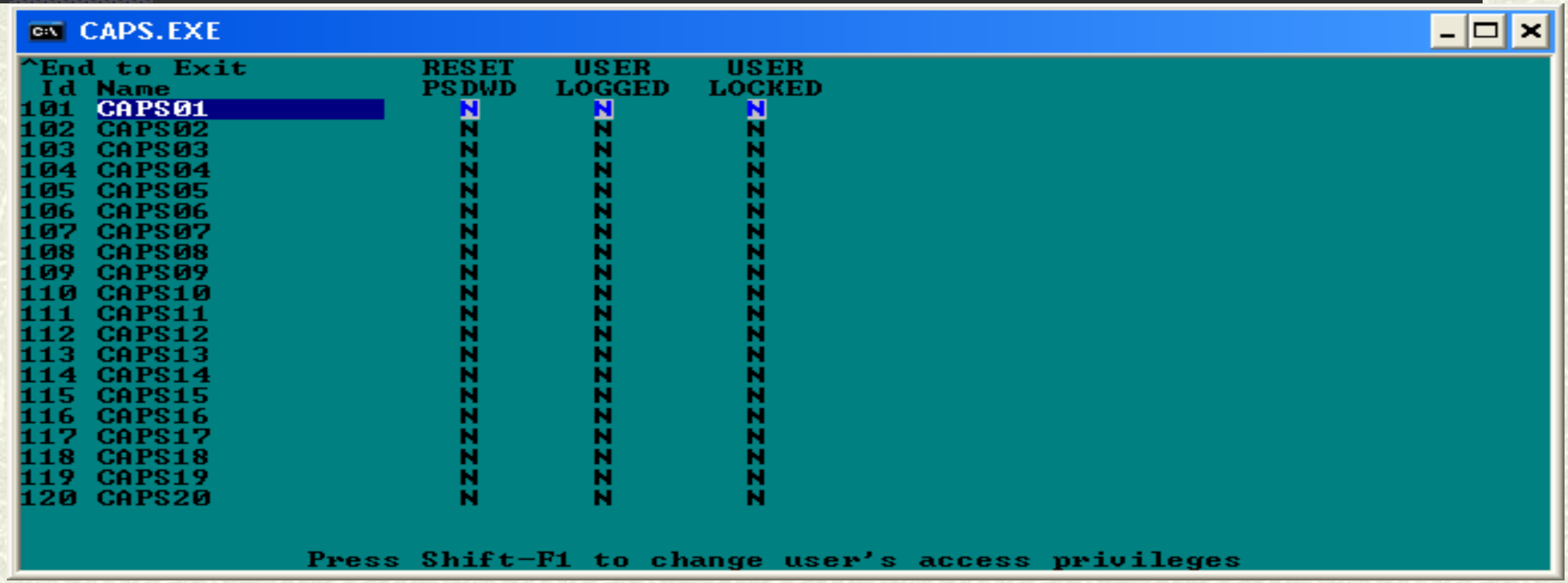
In order to rectify, you must first Unlock the UserID, and then Reset the User Password

UserID/ Password Maintenance



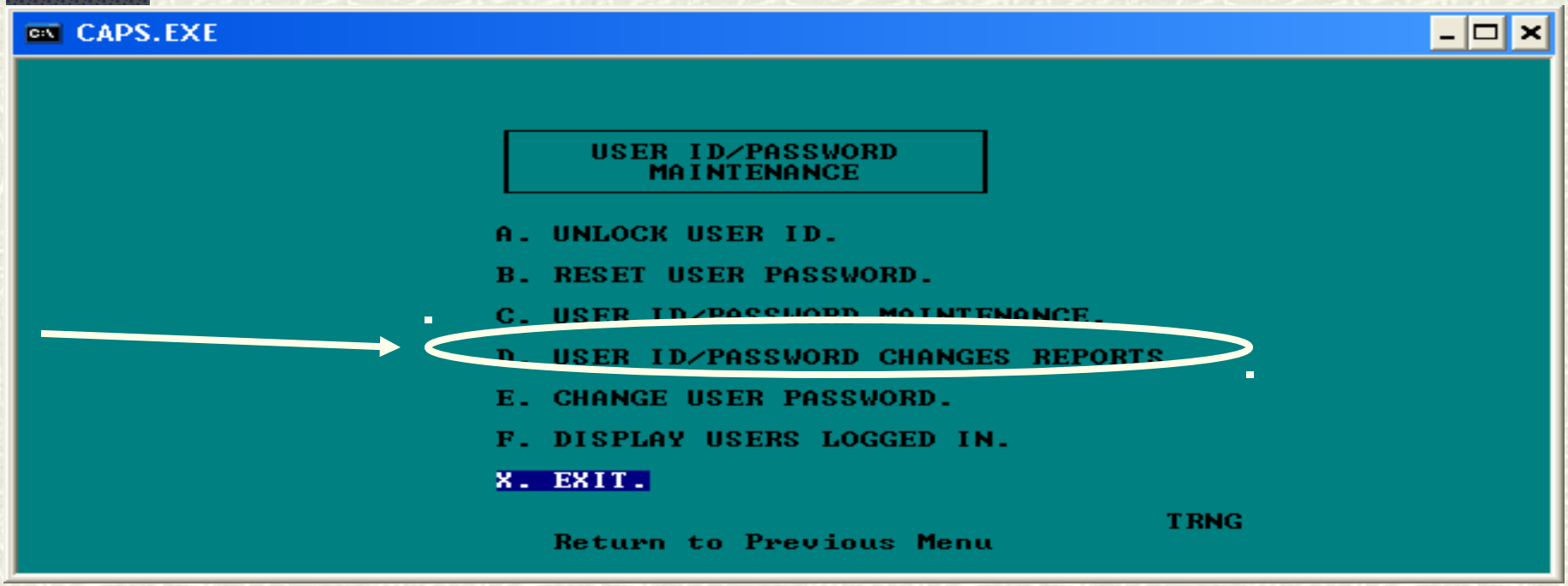
This option displays a list of all UserIDs that have been created within CAPS.

UserID/ Password Maint. – cont'd



Once a UserID is created, it can never be deleted.
If a user no longer needs access to CAPS, place a <Y> in User Locked.
This will prevent that UserID from being able Logon.
Managers have the ability to require passwords to be reset

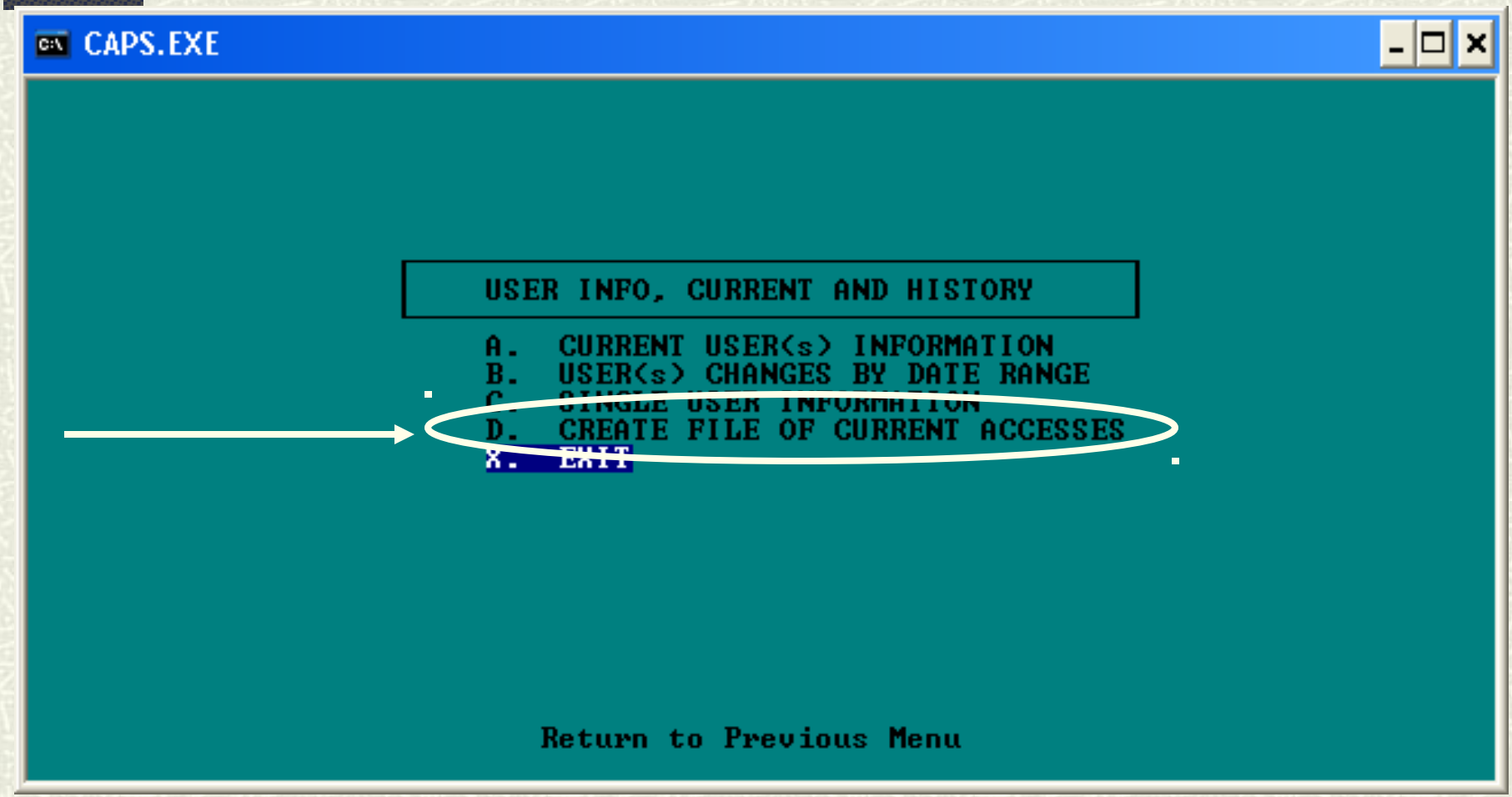
UserID Changes Reports



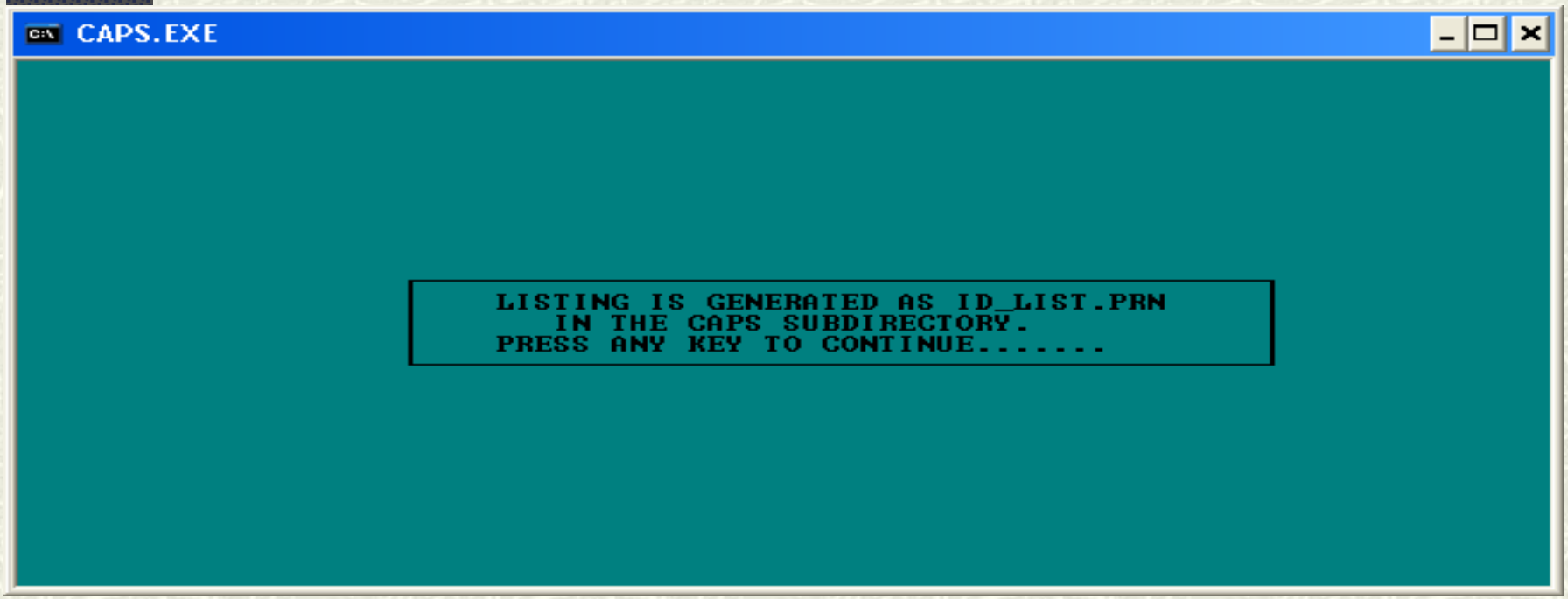
The UserID/ Password Changes Reports will print a report of all changes that were made to any UserIDs or Passwords.
A report can also be printed of the current accesses for all UserIDs.

*****This is a valuable tool for ensuring that Internal Controls are in place, preventing Fraud, Waste, and Abuse*****

UserID Changes Reports – cont'd

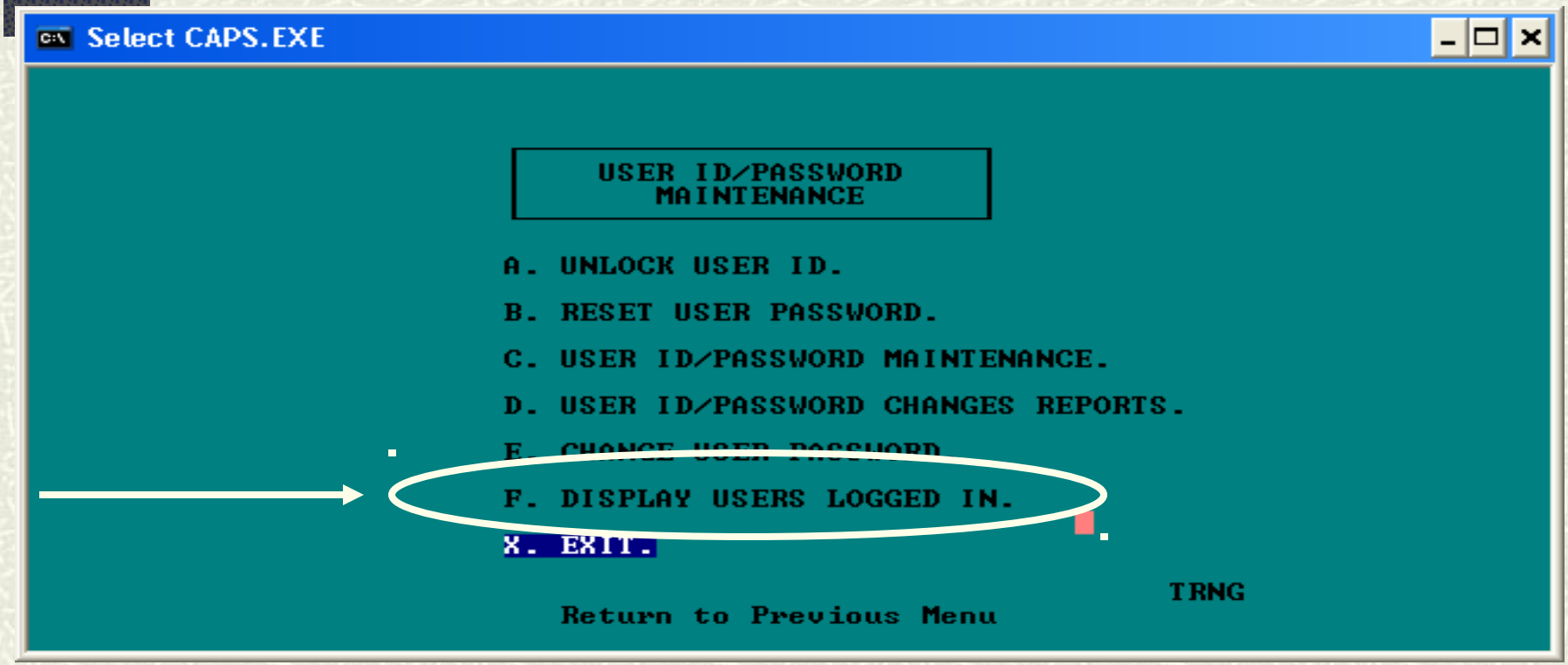


UserID Changes Reports



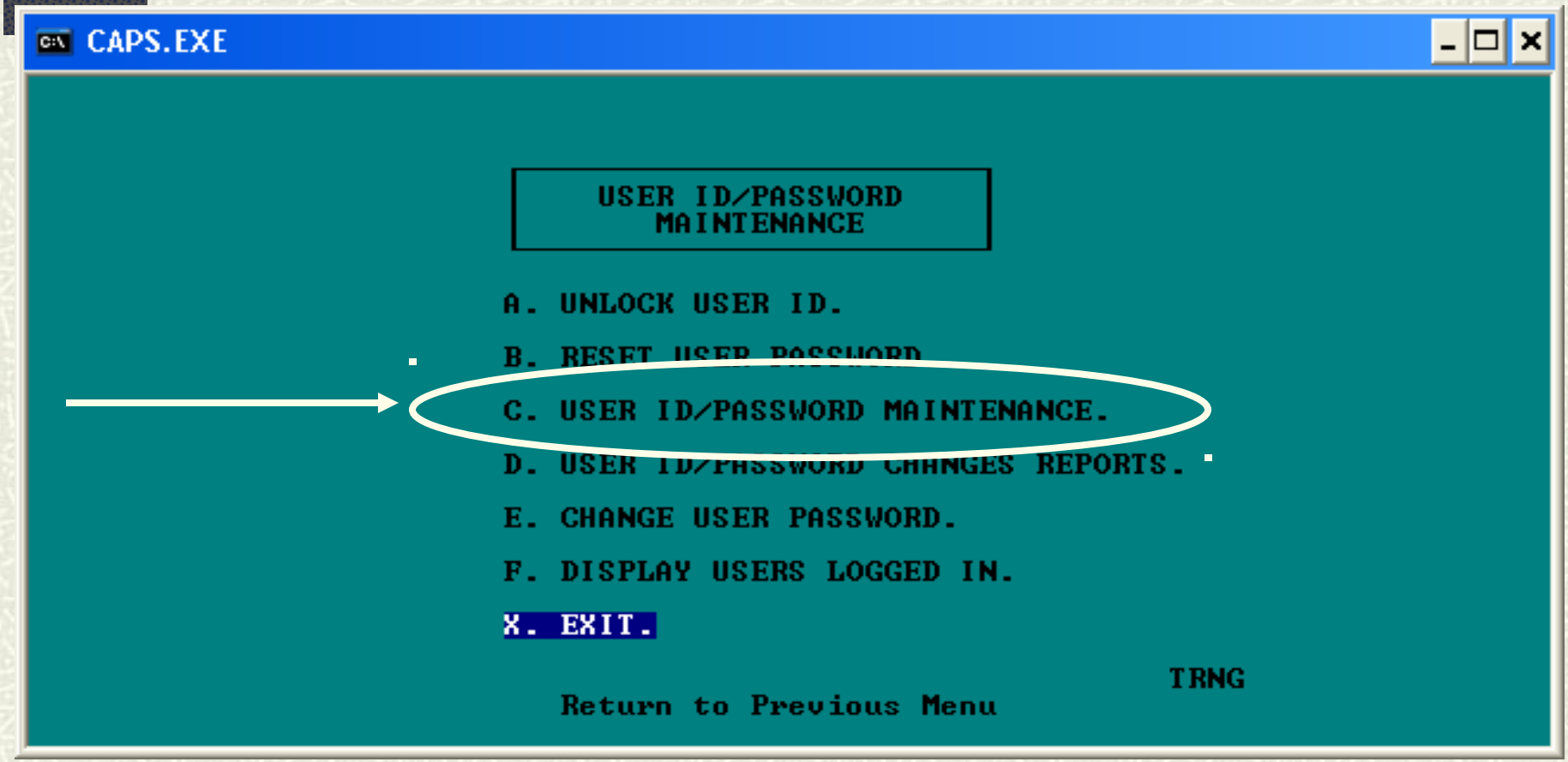
Once this screen appears, go to the drive where the CAPS database is stored.
Open the CAPS folder, and locate the file that is named ID_LIST.PRN
Right-Click on the file, and select Open-With
Choose Notepad as the program to open the file.

Display Users Logged In

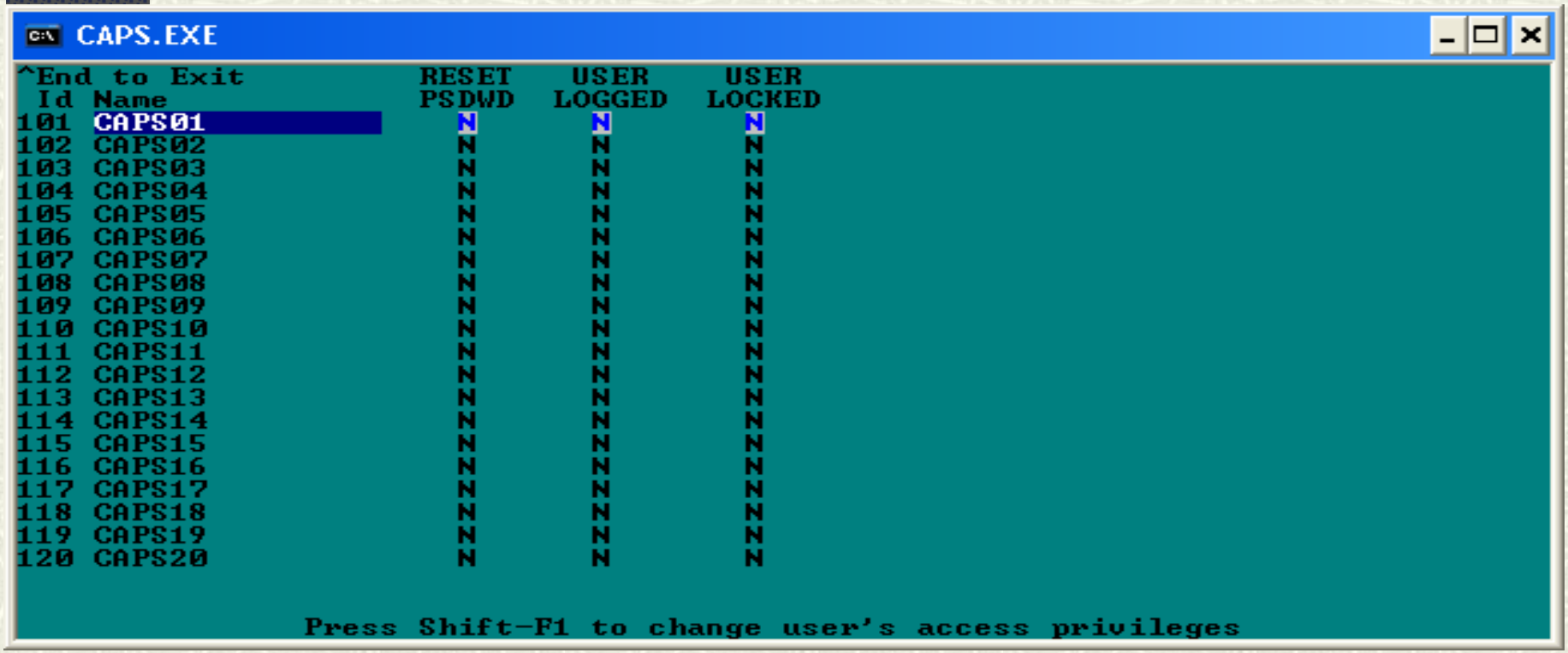


Use this option to identify all Users that are logged into CAPS. ***Prior to running any reports, backing up the database, or running the Disbursing Interface, you must ensure that all users are logged out of CAPS.*

Create a New UserID/ Change Access

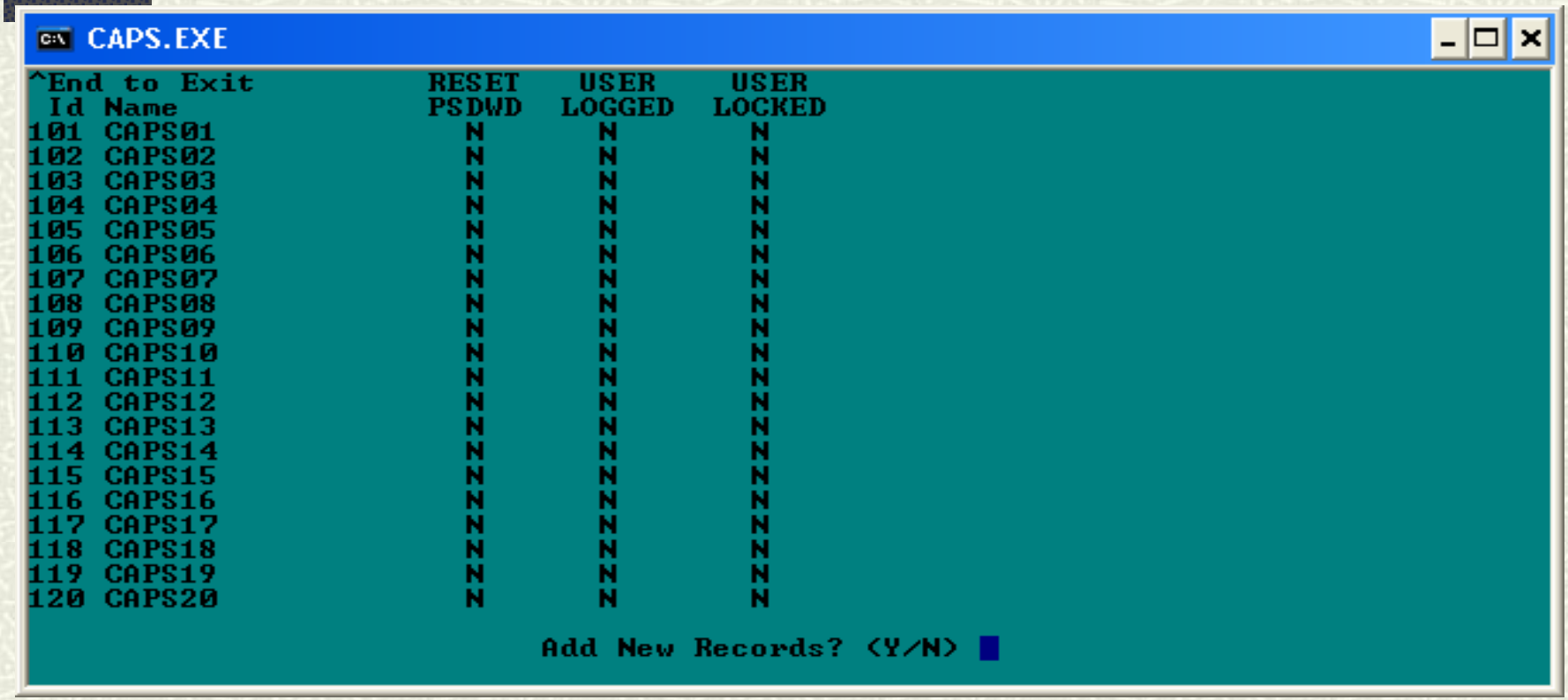


Create New UserID/ Change Access – cont'd



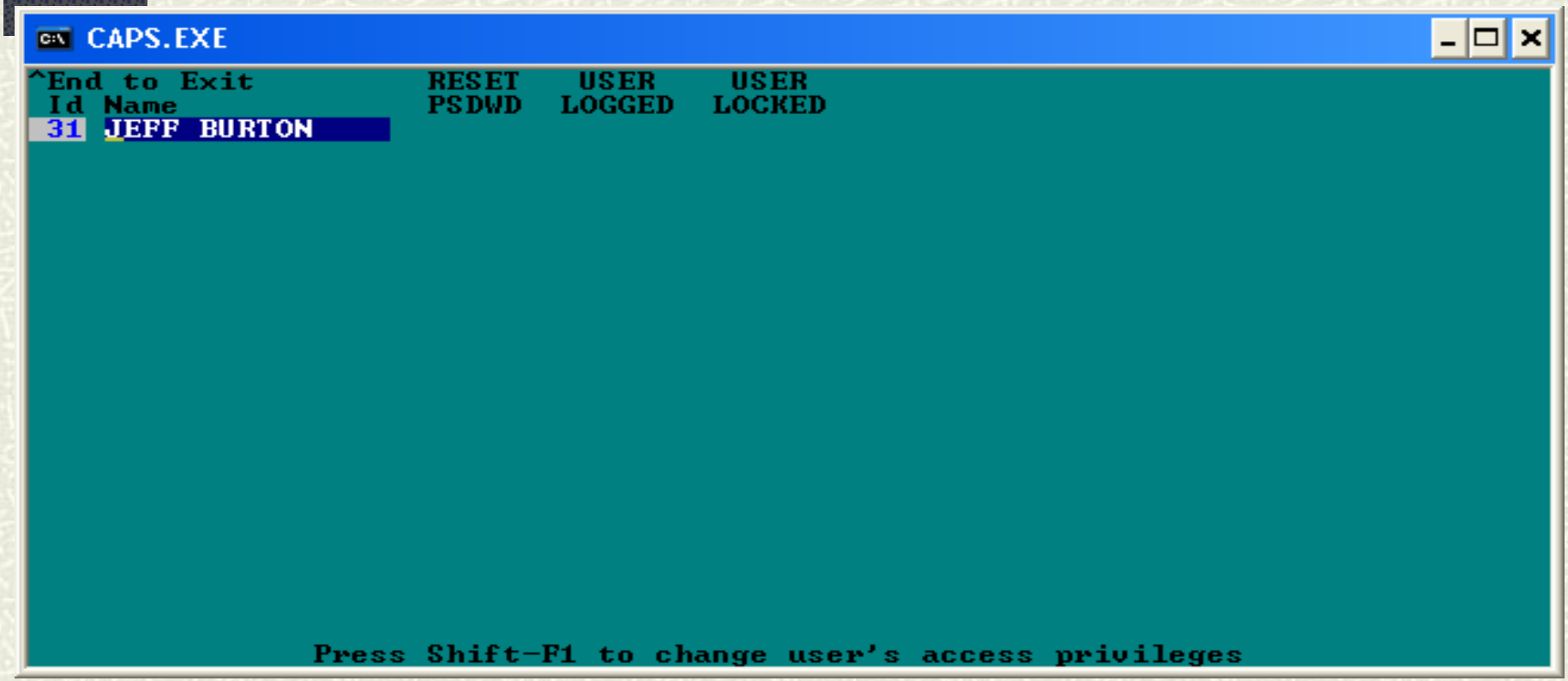
To change access for existing UserID, highlight the desired ID, and then press <SHIFT+F1>
To create a new UserID, press <CTRL+END>

Create New UserID/ Change Access – cont'd



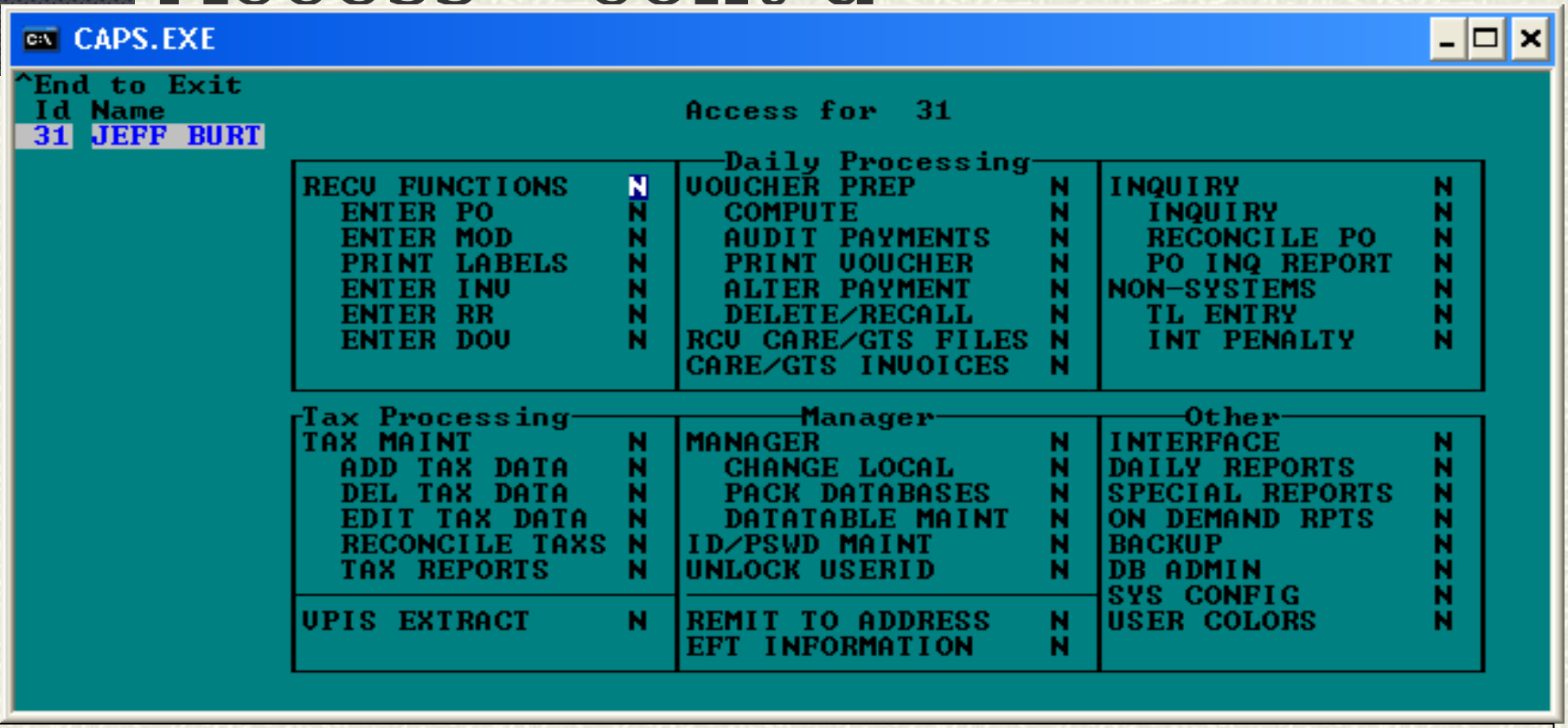
Enter <Y> to add a new record

Create New UserID/ Change Access – cont'd



Enter the new UserID to be assigned, and then press enter.
Next enter the name of User .
Press <ENTER>

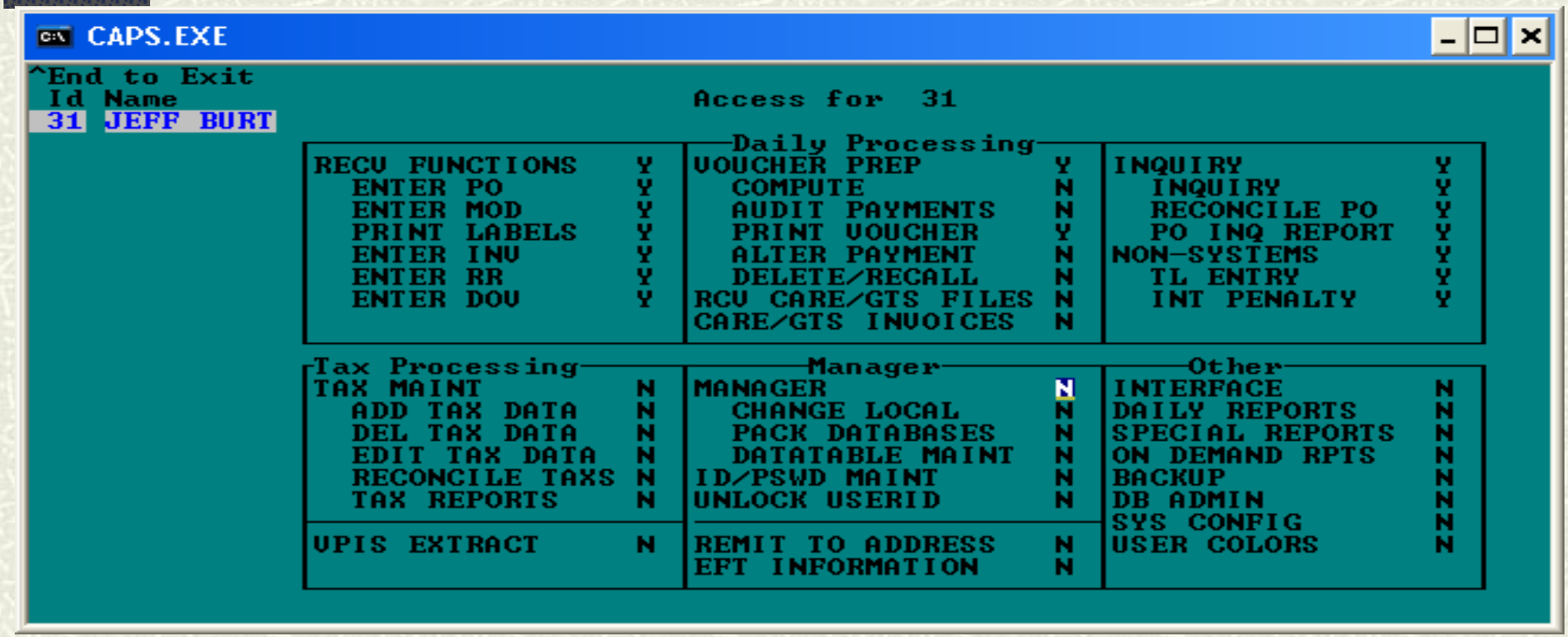
Create New UserID/ Change Access – cont'd



You will next be taken to the screen where you can assign different accesses for that UserID by entering <Y> in each desired entry.

After going through each option, press <Enter> to complete the entry.

Create New UserID/ Change Access – cont'd

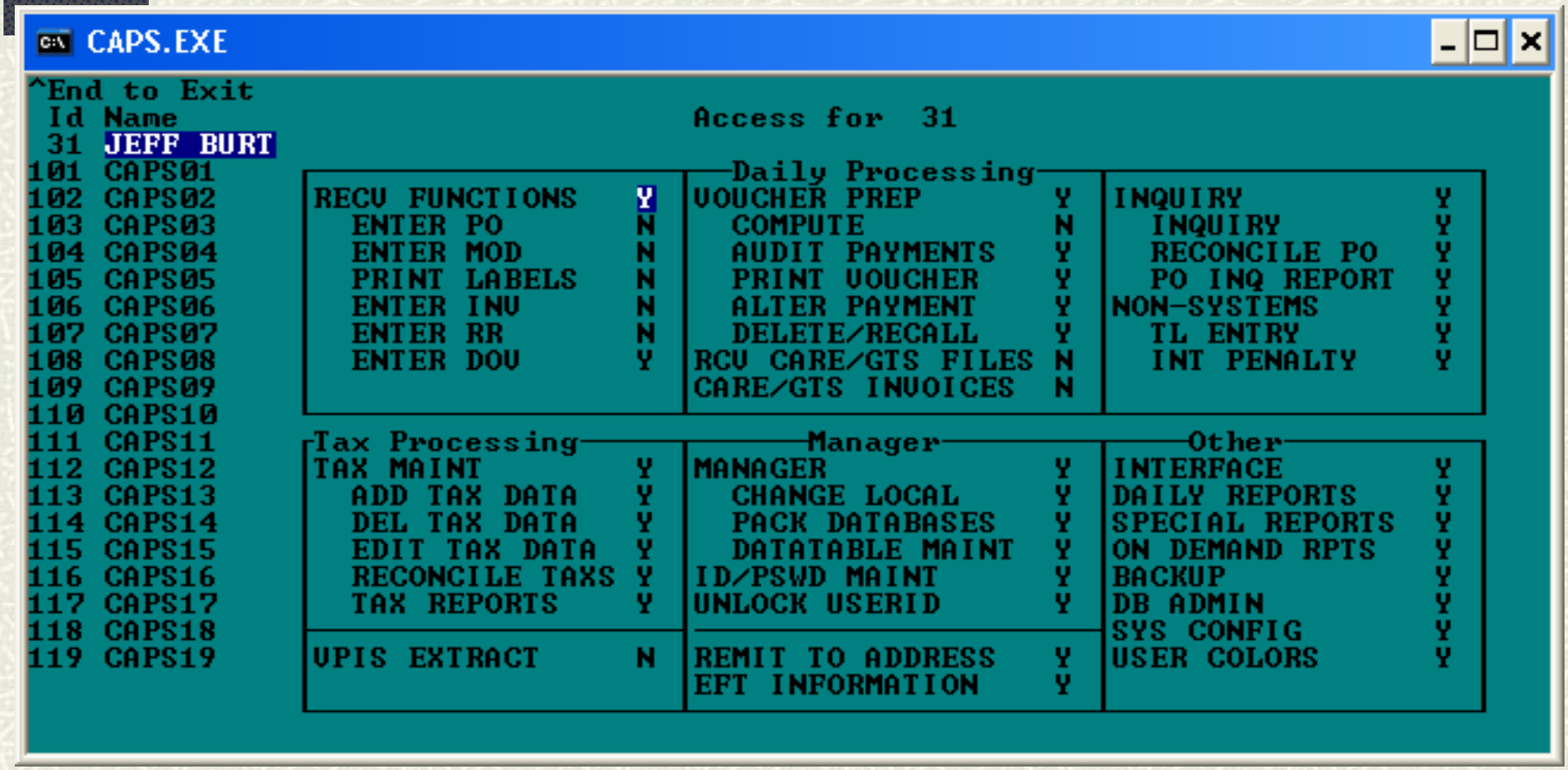


Example of Basic User Profile, with needed and limited entry.

Create New UserID/ Change Access – cont'd

Example of Certifier/ Auditor Profile

Create New UserID/ Change Access – cont'd



Example of NCOIC/ Manager Profile

Create New UserID/ Change Access – cont'd

- Separation of duties will be assigned based on a few key factors:
  - # of Personnel in the section
  - # of payments processed on a regular basis
  - Local policies and procedures

- Ensure that at a minimum, at least 2 people are required to perform the full payment process, and no one person has access to all areas of CAPS-C.

Module 8

Run

Daily, Special, and On-Demand Reports

As Necessary

Reports

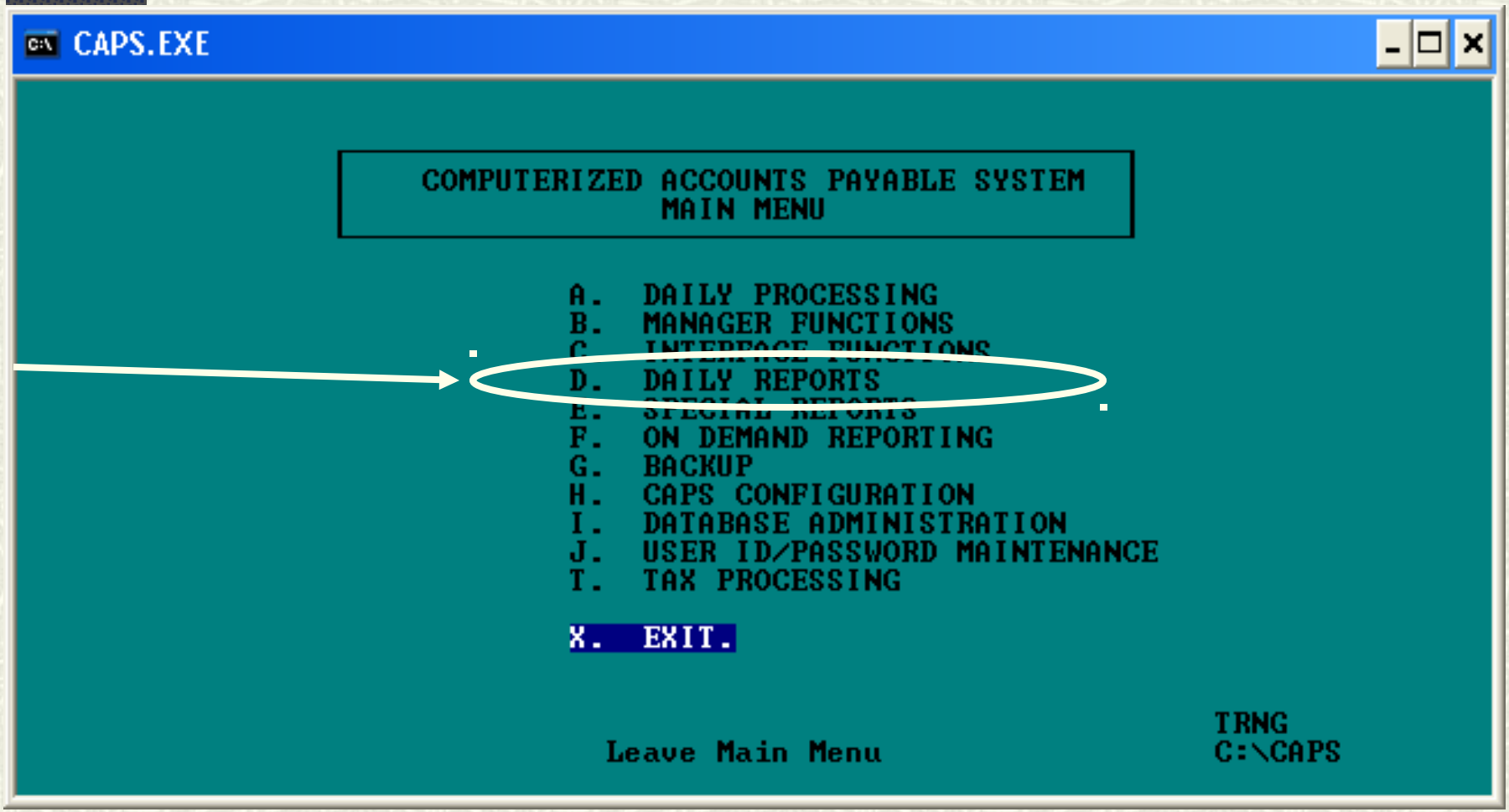
- CAPS-C has multiple different types of reports that can be run to aid managers in identifying the status of various payments and outstanding issues.

- There are three different categories of reports that can be run within CAPS-C
  - Daily Reports
  - Special Reports
  - On-Demand Reports

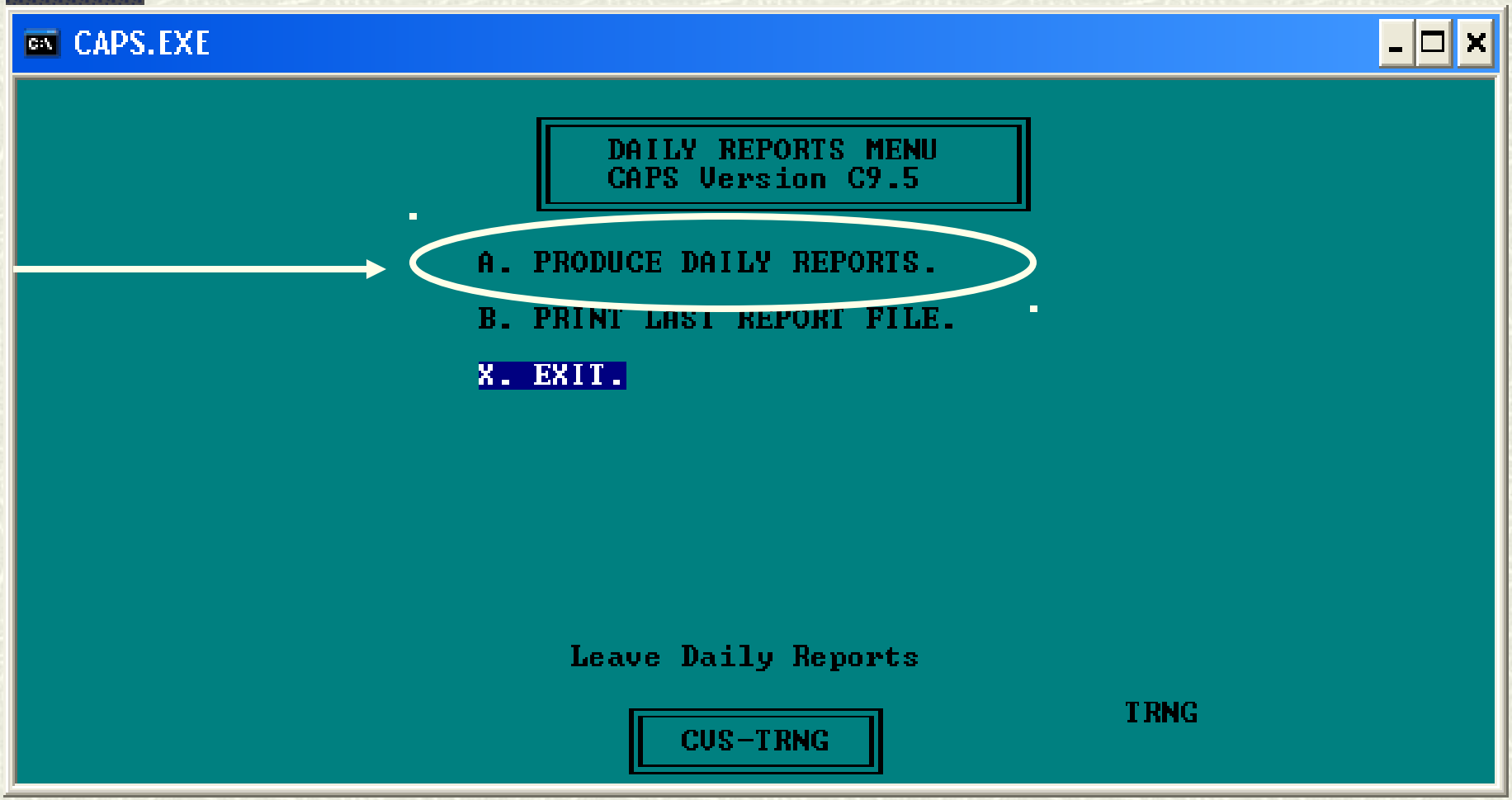
Daily Reports

- Daily Reports are crucial in the daily processing flow.
- Running Daily Reports prepares the Disbursing TL for all documents that are being forwarded to Disbursing for payment.
- Daily Reports also provide the manager with a list of all payments that were computed and paid for that day.
- Running the report updates the payment status of all payments in CAPS-C.

Daily Reports



Daily Reports



Daily Reports

Choose <Y> to have the report printed after the file is generated.

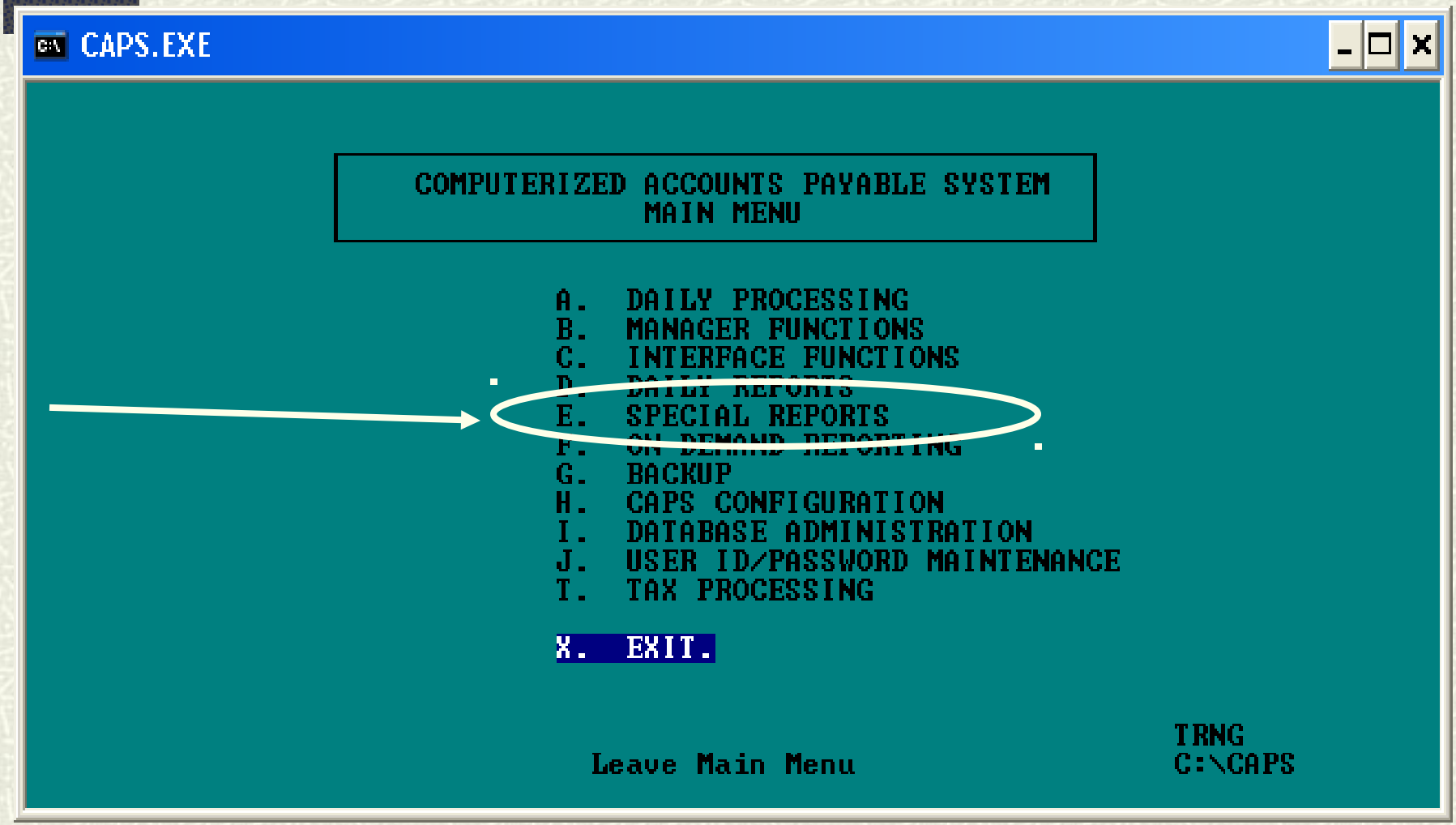
Special Reports

- Special Reports allow the manager to print copies of the Bills Register Cards (BRCs) for all open contracts within CAPS-C that have had a final payment longer than the designated number of days.

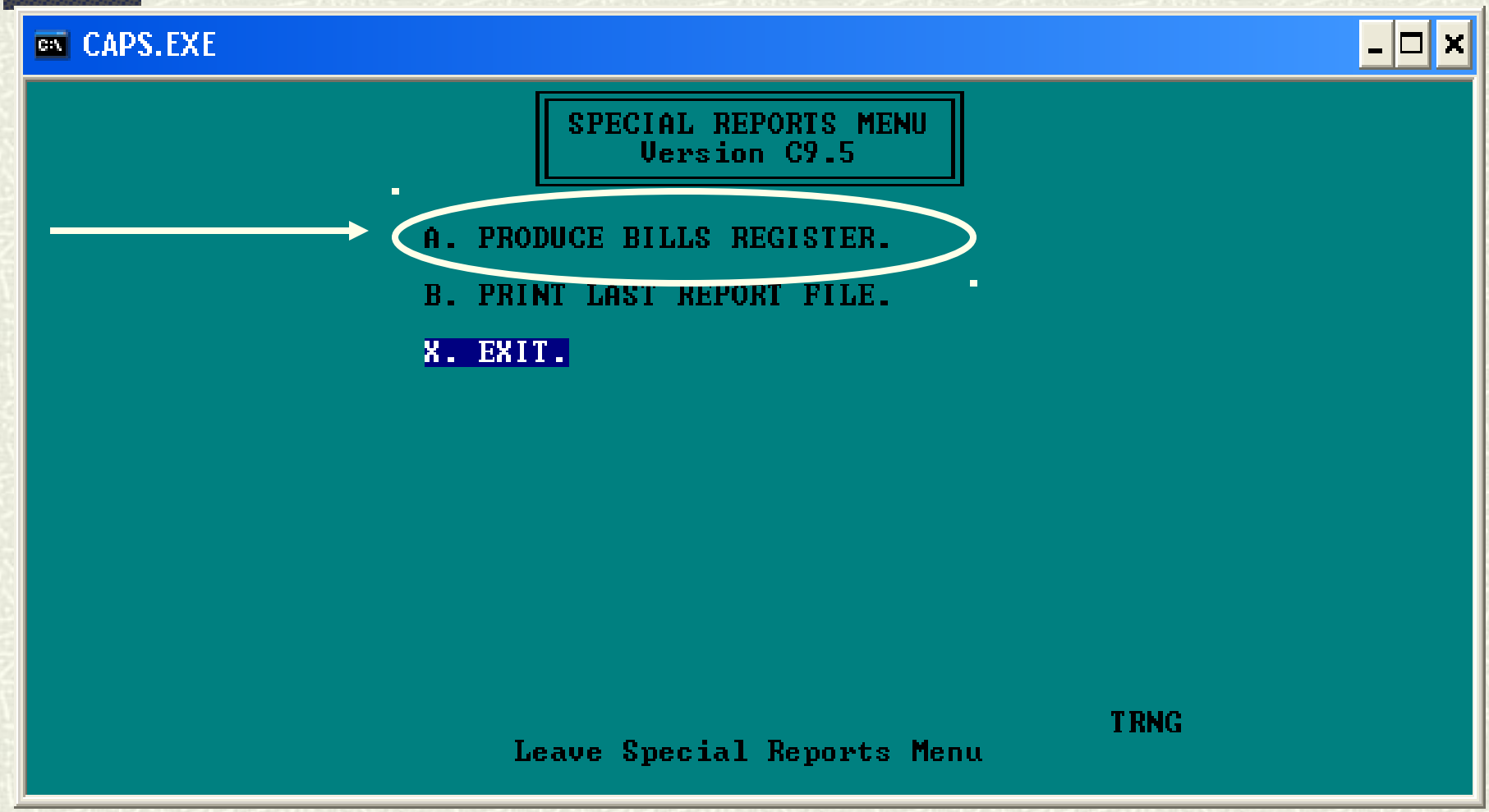
- Printing this report is system and memory intensive, and should only be done when adequate time is available to let the system complete the process.

- Ensure that the database has been optimized and cleaned prior to running. Perform a back-up prior to running the report

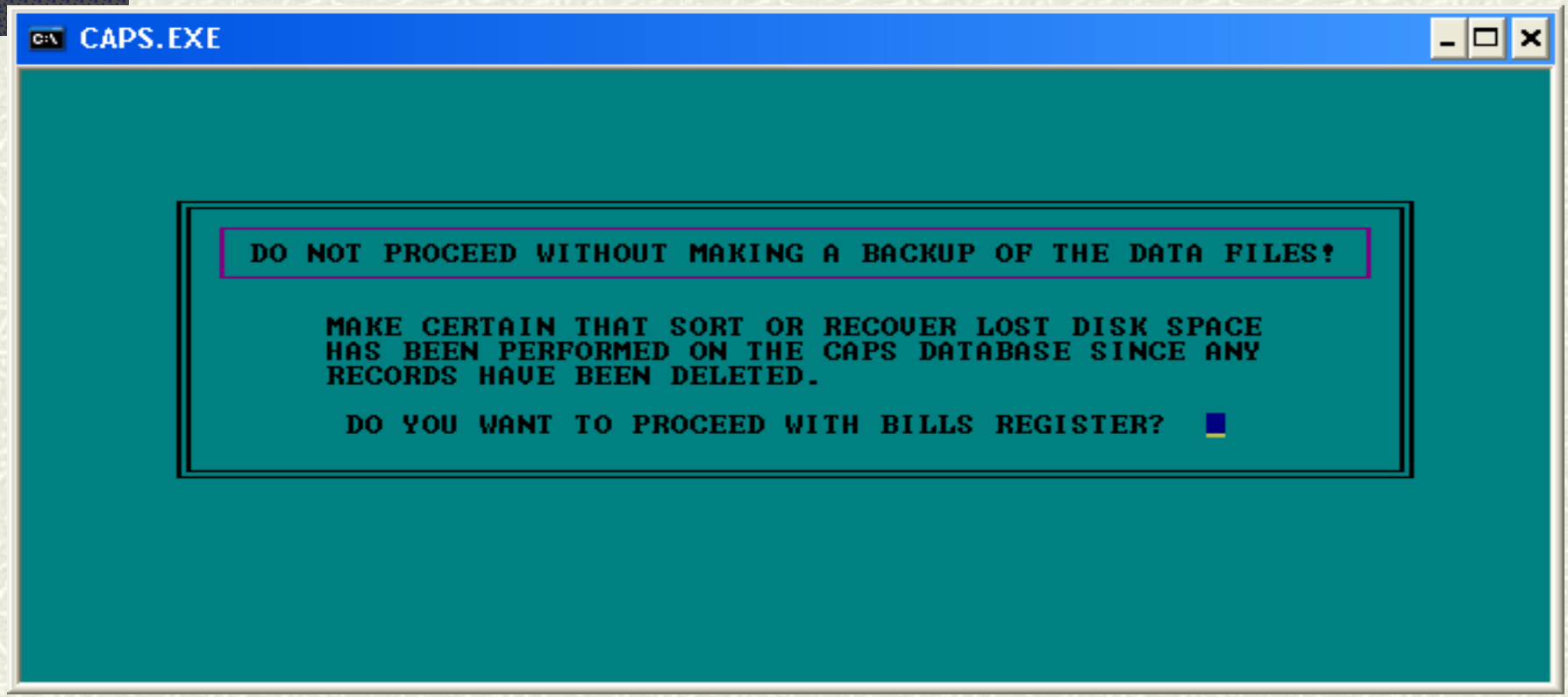
Special Reports



Special Reports

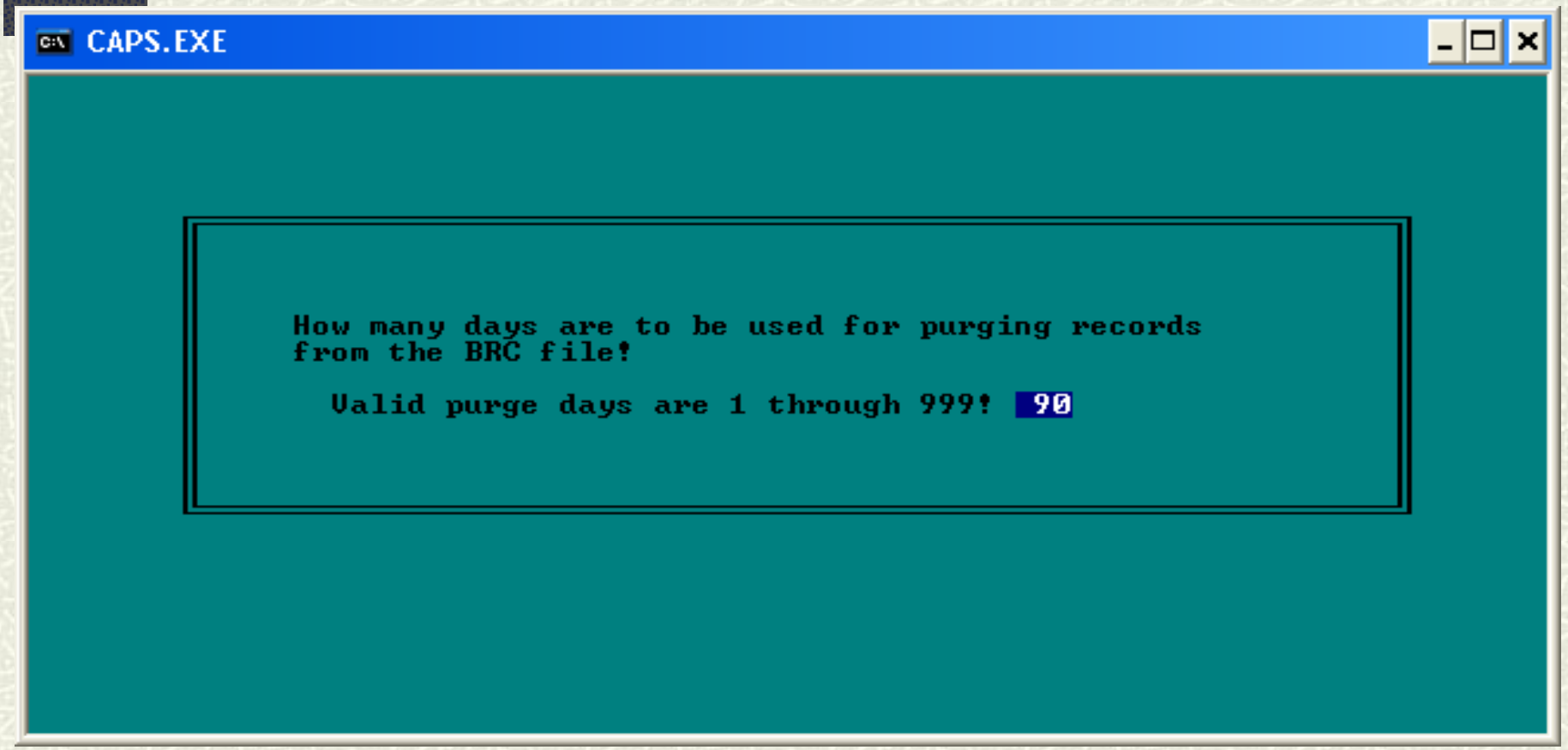


Special Reports



Enter <Y> to proceed with running the report

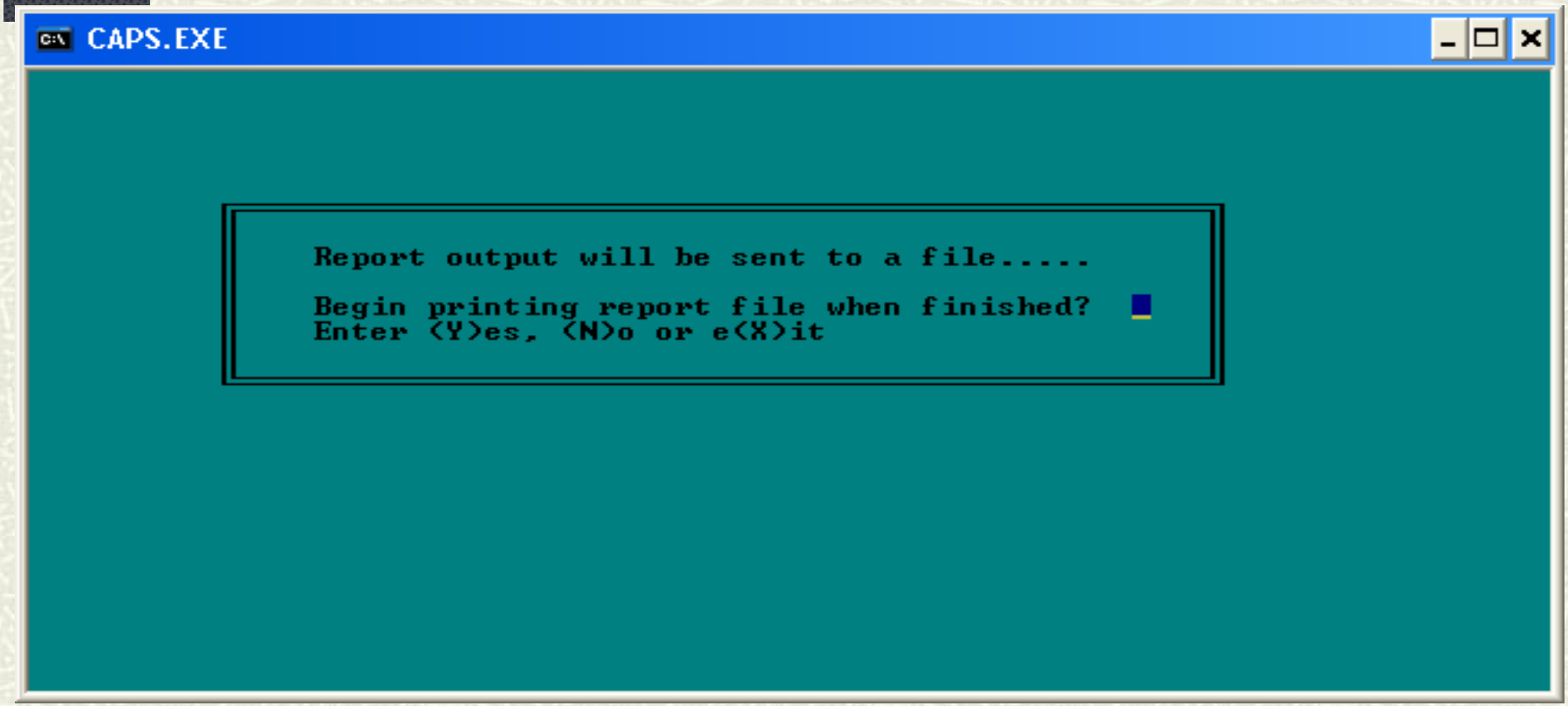
Special Reports



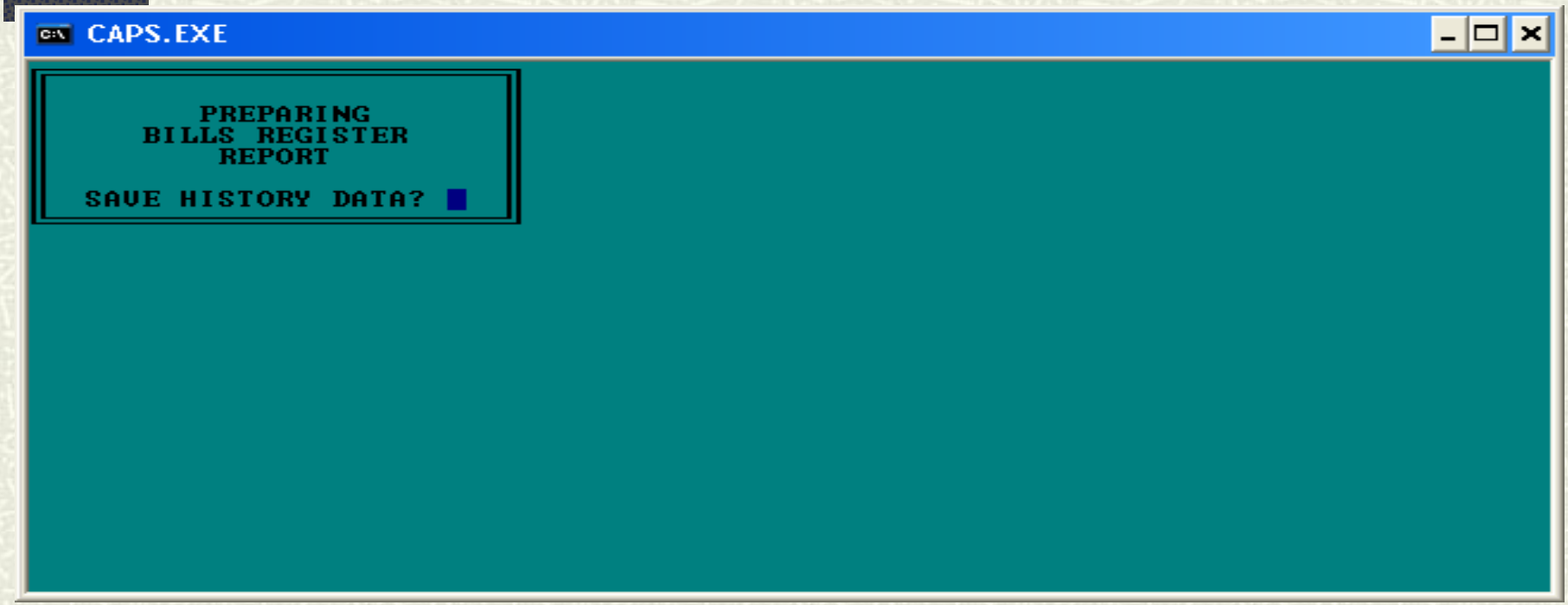
90 days is the system default.

Enter desired days and press <ENTER>

Special Reports

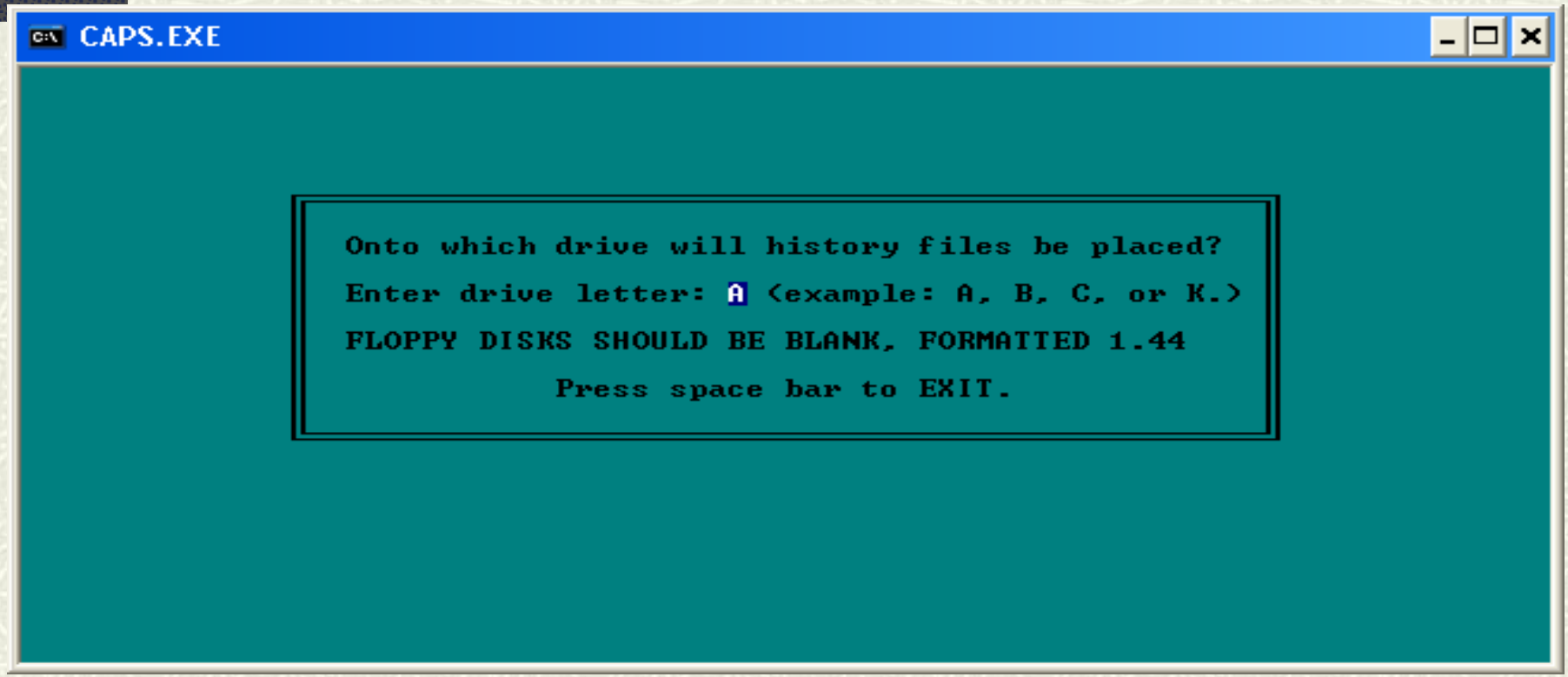


Special Reports



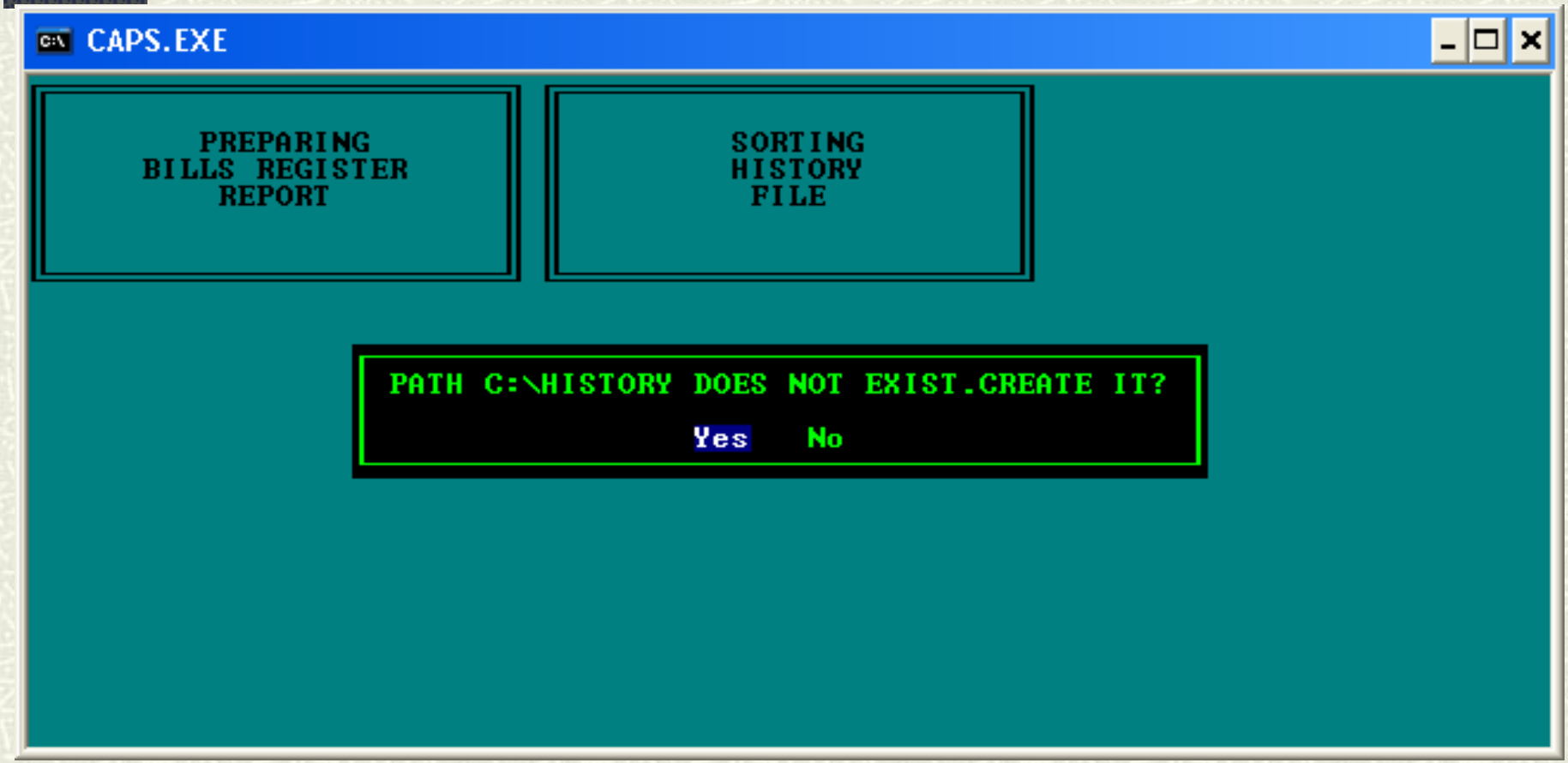
Enter <Y> to save the data to the history file of CAPS-C. This will ensure a record is maintained.

Special Reports



Enter the drive letter of where the history files and database are stored for CAPS-C.

Special Reports



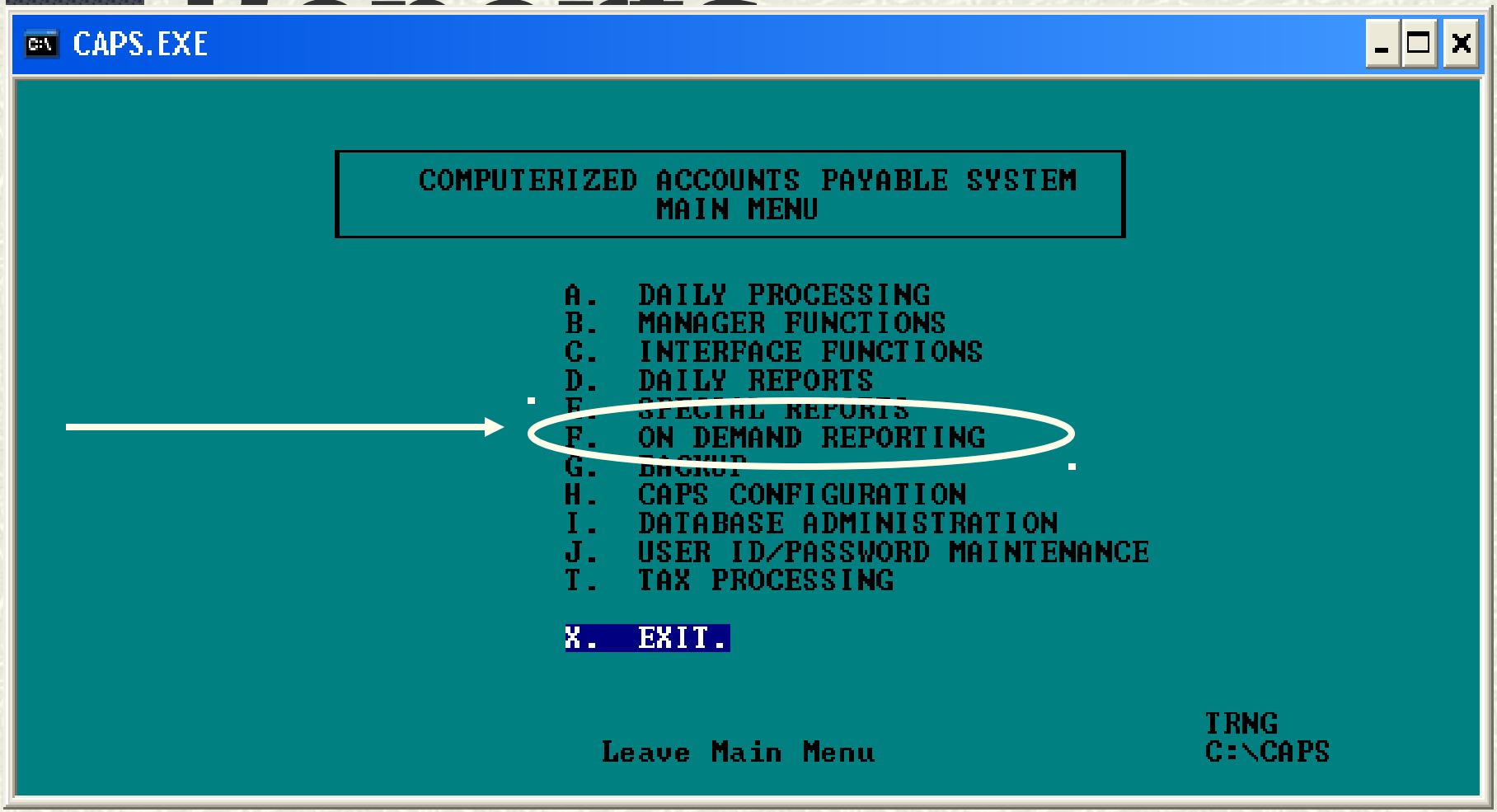
On Demand Reports

- On Demand Reports provide various reports a manager can use to ensure that all necessary documents are received, being tracked, and being reported.

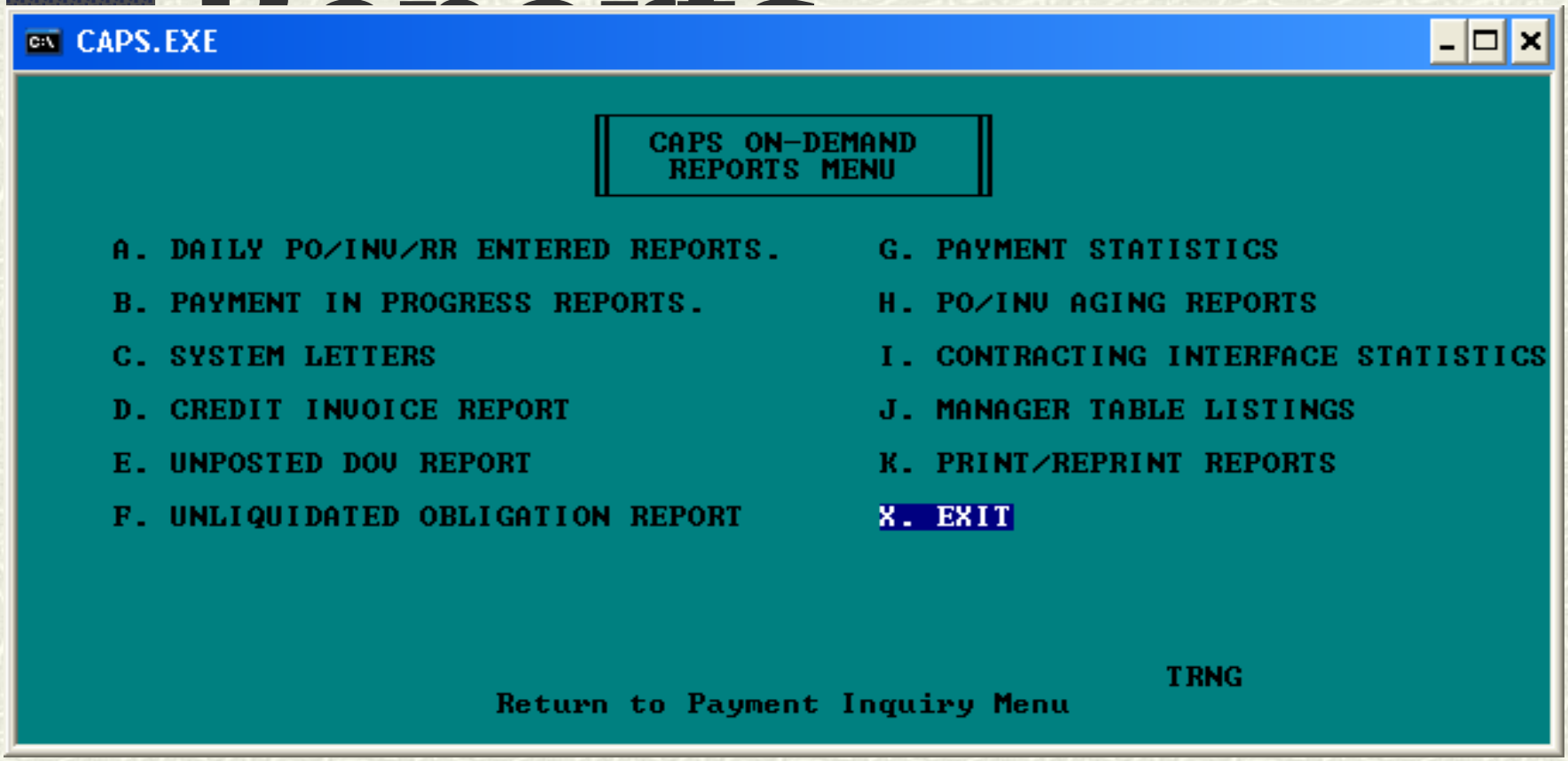
- Managers can obtain statistical reports about production of users.

- Managers can track obligation issues within CAPS-C entered information.

On Demand Reports



On Demand Reports



These are the different reports available to managers.

Many reports allow detailed requests.

Module 9

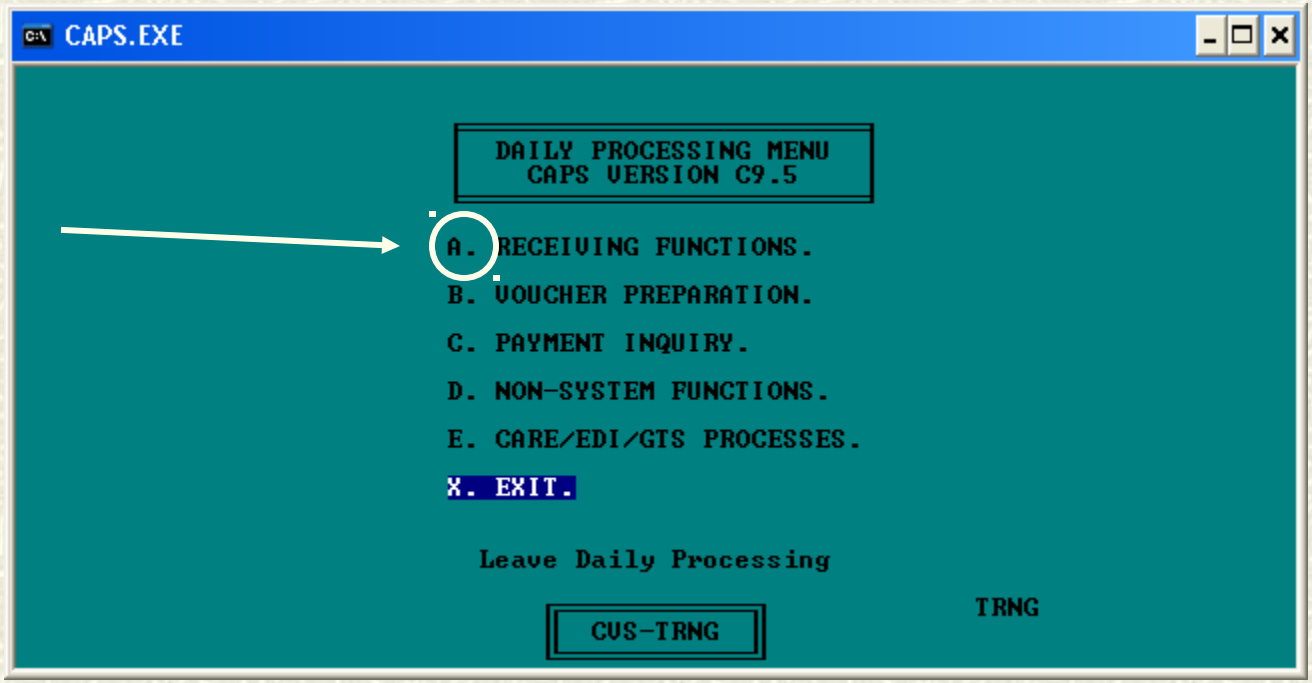
Post Disbursing Office Voucher Numbers (DOVs) to CAPS-C.

DOV Numbers

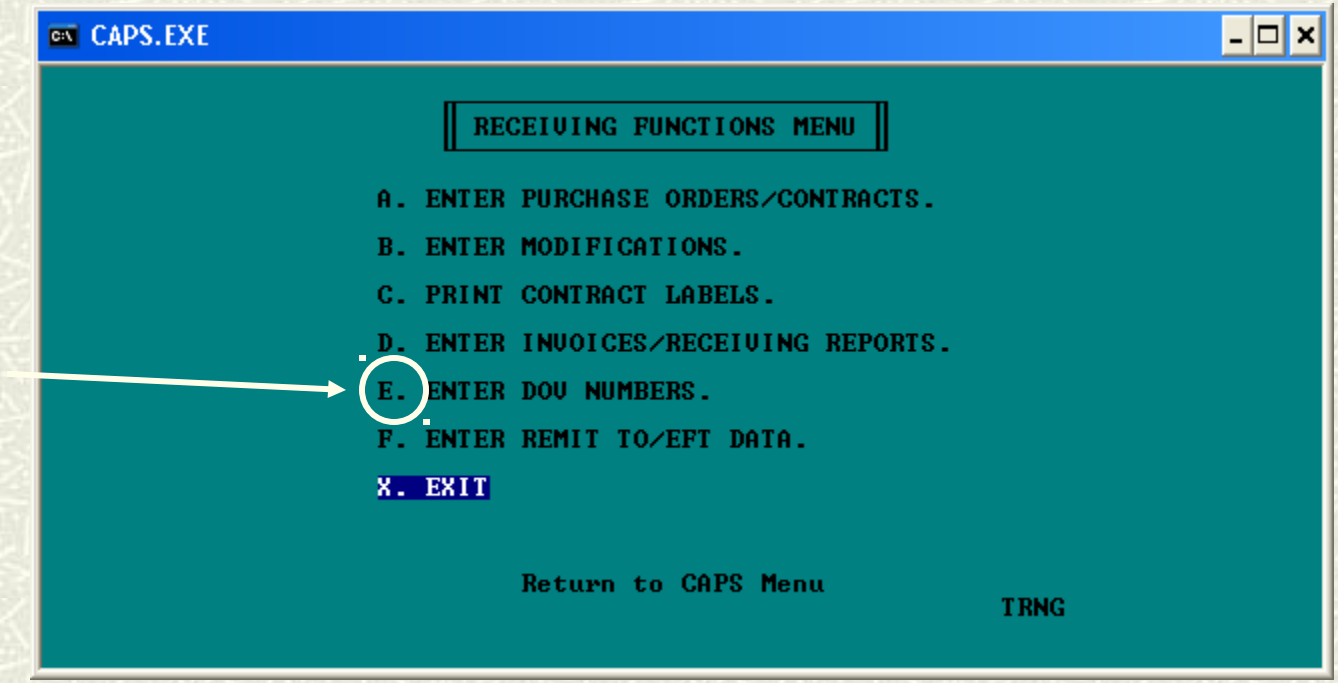
- When disbursing makes a payment, a Disbursing Office Voucher (DOV) number is assigned to that particular voucher.

- CVS personnel must update the Bills Register Card in CAPS-C to include the DOV# and date paid.

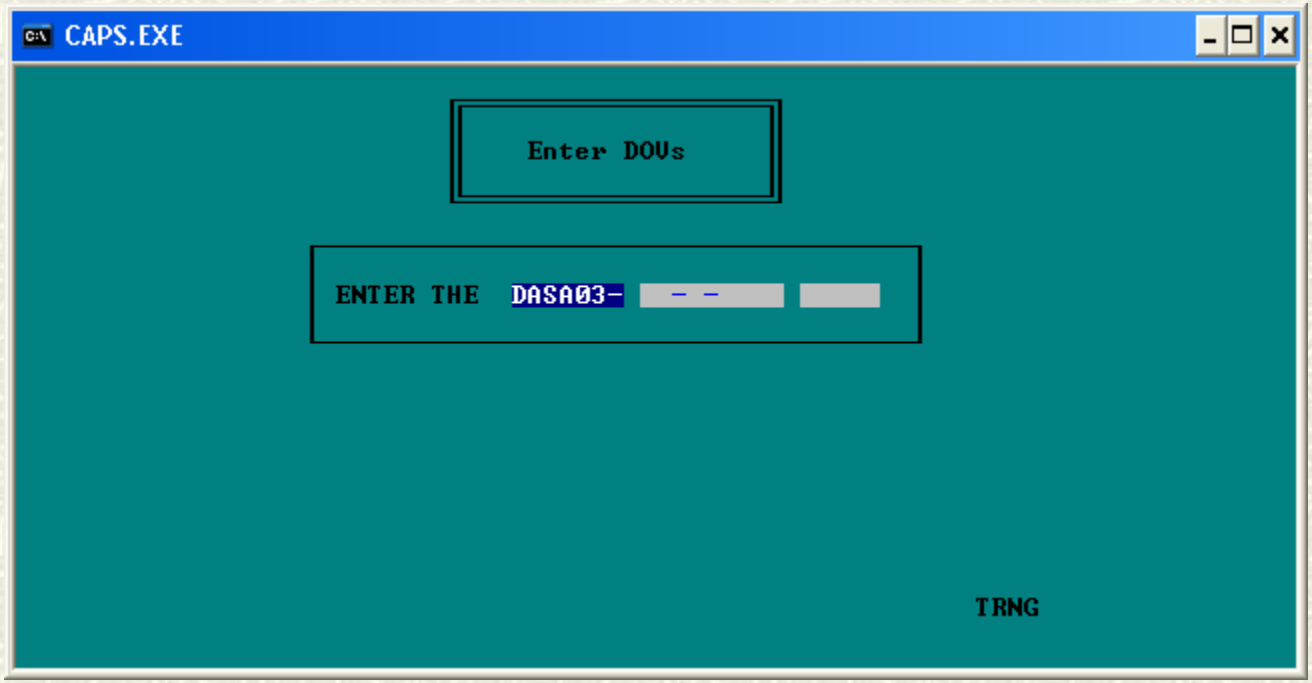
DOV Numbers


CAPS.EXE
DAILY PROCESSING MENU
CAPS VERSION C9.5
A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
D. NON-SYSTEM FUNCTIONS.
E. CARE/EDI/GTS PROCESSES.
X. EXIT.
Leave Daily Processing
TRNG
CVS-TRNG

DOV Numbers

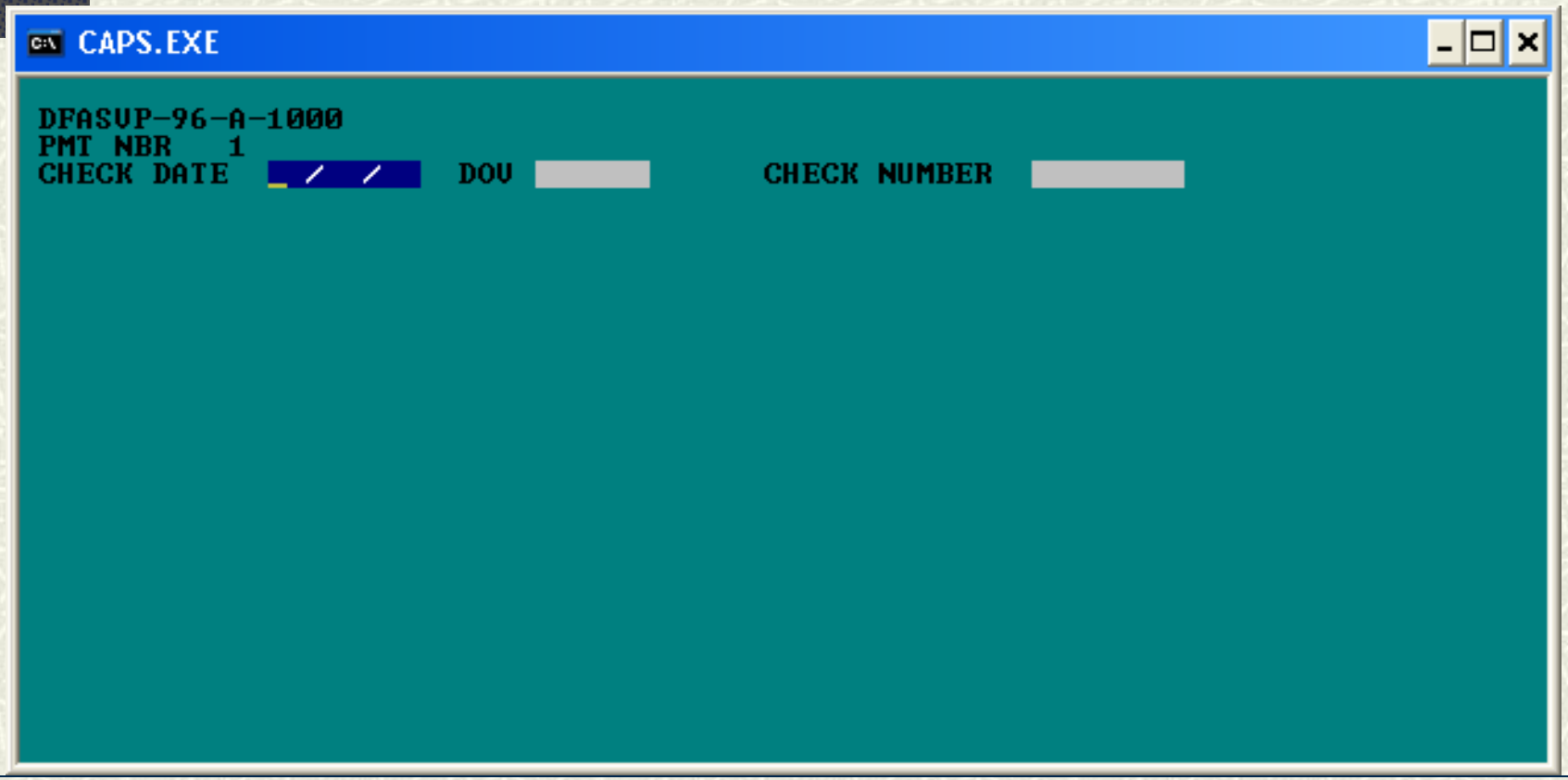

CAPS.EXE
RECEIVING FUNCTIONS MENU
A. ENTER PURCHASE ORDERS/CONTRACTS.
B. ENTER MODIFICATIONS.
C. PRINT CONTRACT LABELS.
D. ENTER INVOICES/RECEIVING REPORTS.
E. ENTER DOV NUMBERS.
F. ENTER REMIT TO/EFT DATA.
X. EXIT
Return to CAPS Menu
TRNG

DOV Numbers



Input the contract number that was paid on the SF1034. Input the payment number when prompted.

DOV Numbers



-For the check date, input the date that payment was actually made.

-Input the 6-Digit DOV#. If the payment was made via check,

Module 10

Prepare and Process DDS Interface

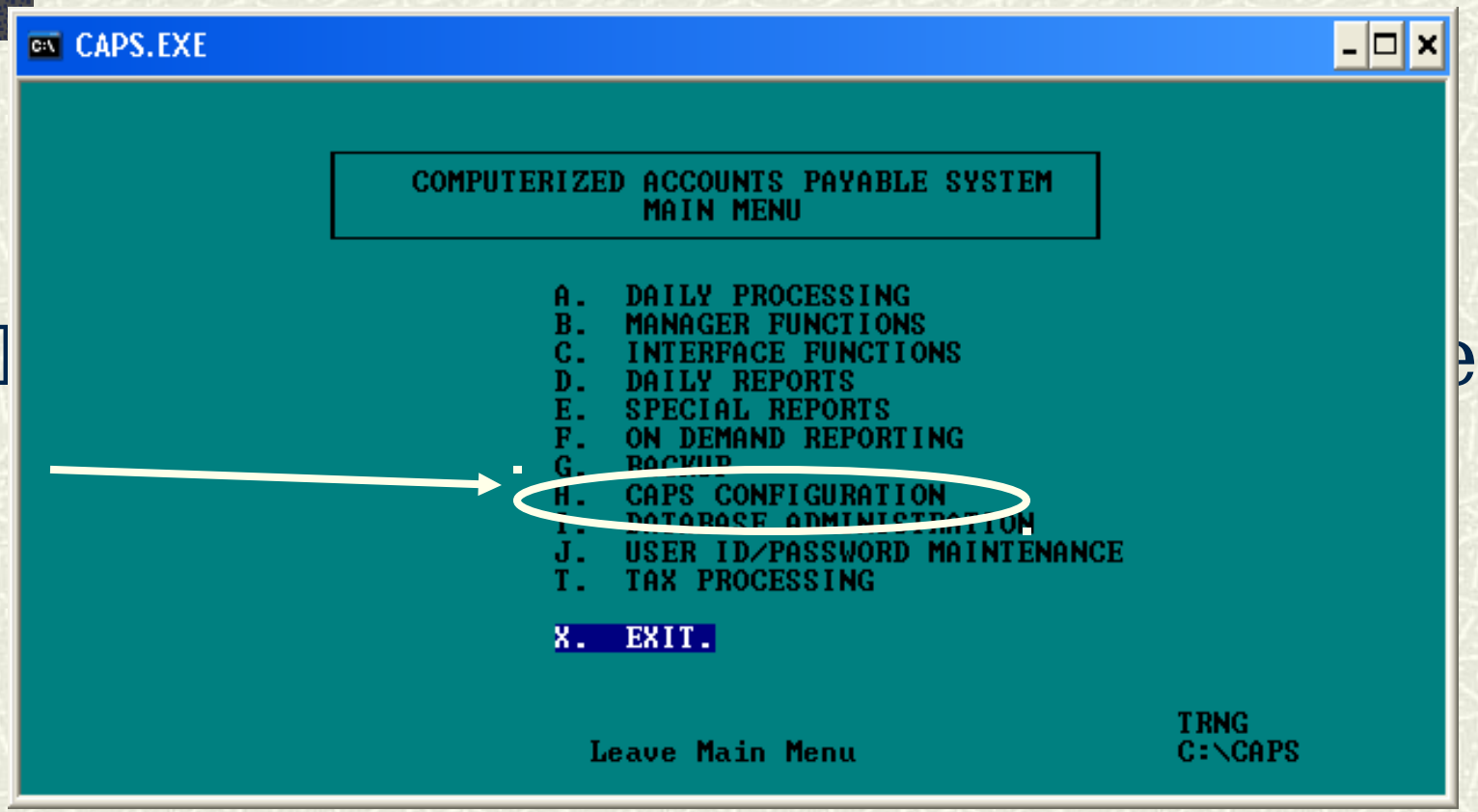
DDS Interface

- At the end of the day, all EFT and check payments need to be forwarded to Disbursing for processing.
- Interface processing must be run by managers.
- The payment that is being sent via interface must be paid in the currency that the contract is written in. No conversion is possible.

DDS Interface – cont'd

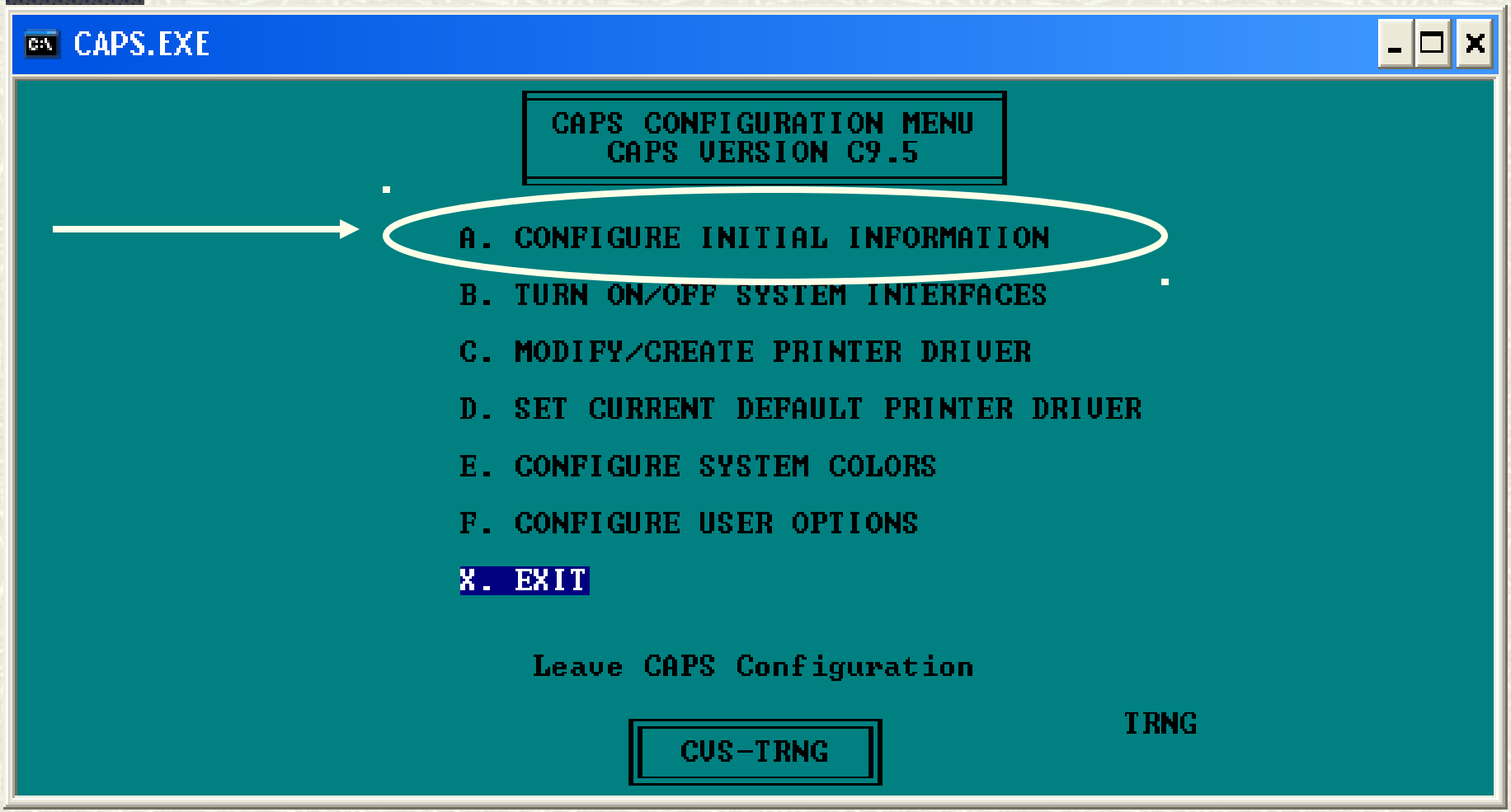
- Ensure that all payments for EFT or Check are computed and audited prior to running interface.
- Daily Reports must be ran prior to doing interface.
- Ensure that payment vouchers have been printed.

DDS Interface – cont'd

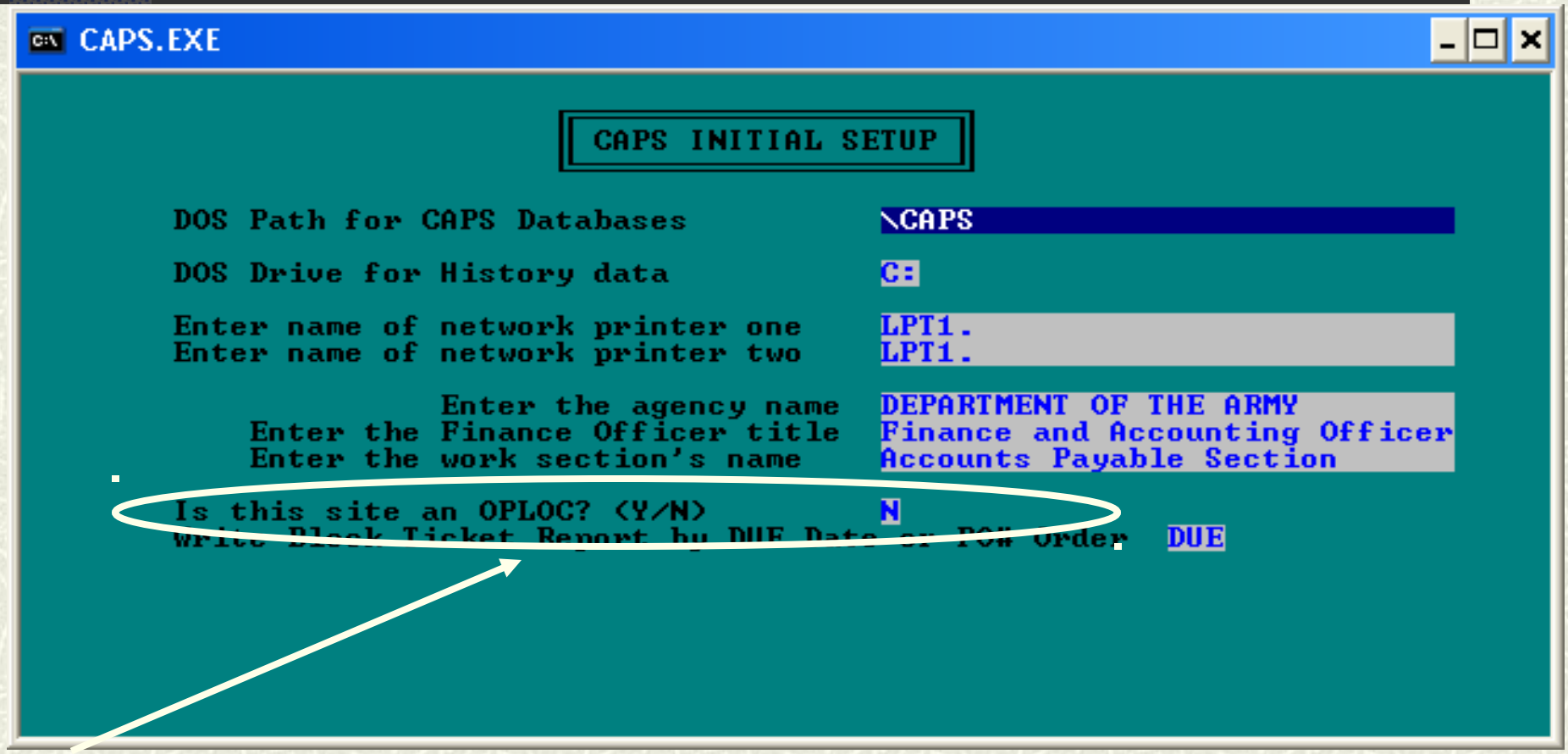


Prior to doing 1st interface, or if site is having problems, check to ensure the interface function is properly configured.

DDS Interface – cont'd



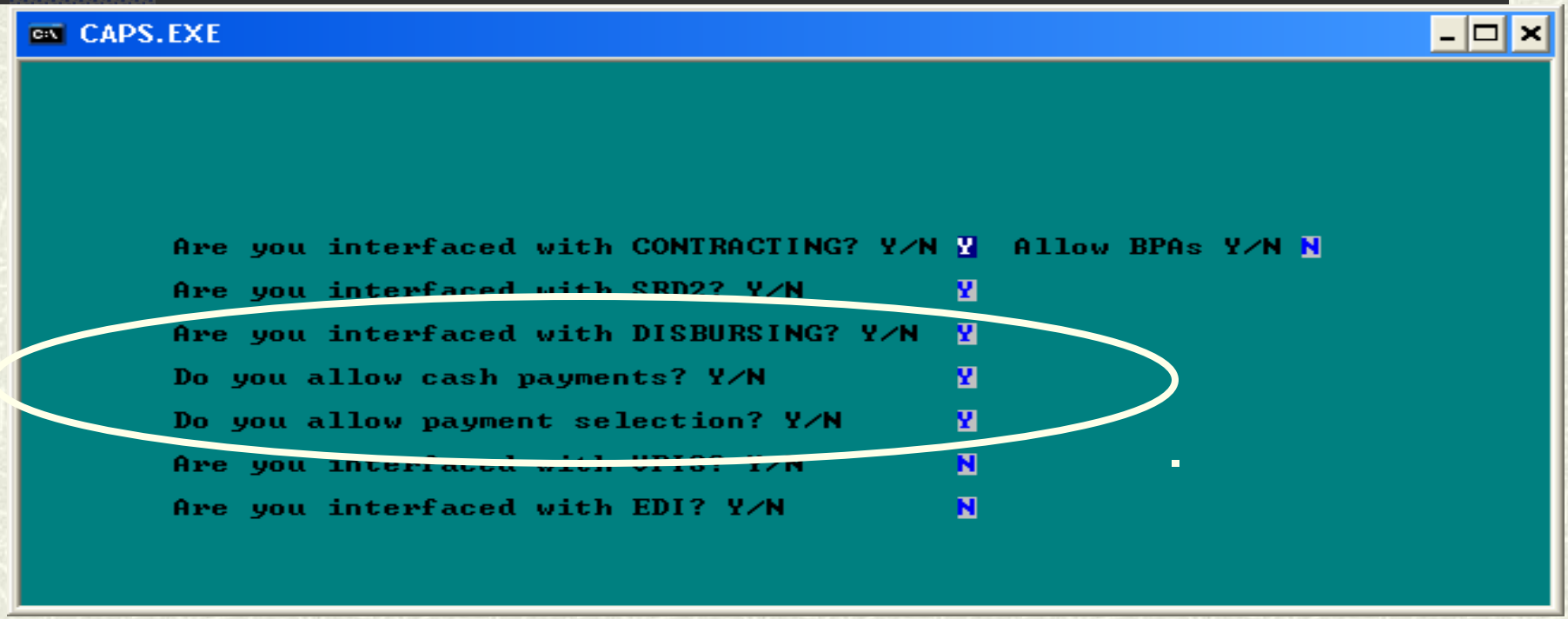
DDS Interface – cont'd



Ensure that <N> is selected.
This allows cash payments and payment selection.

DDS Interface – cont'd

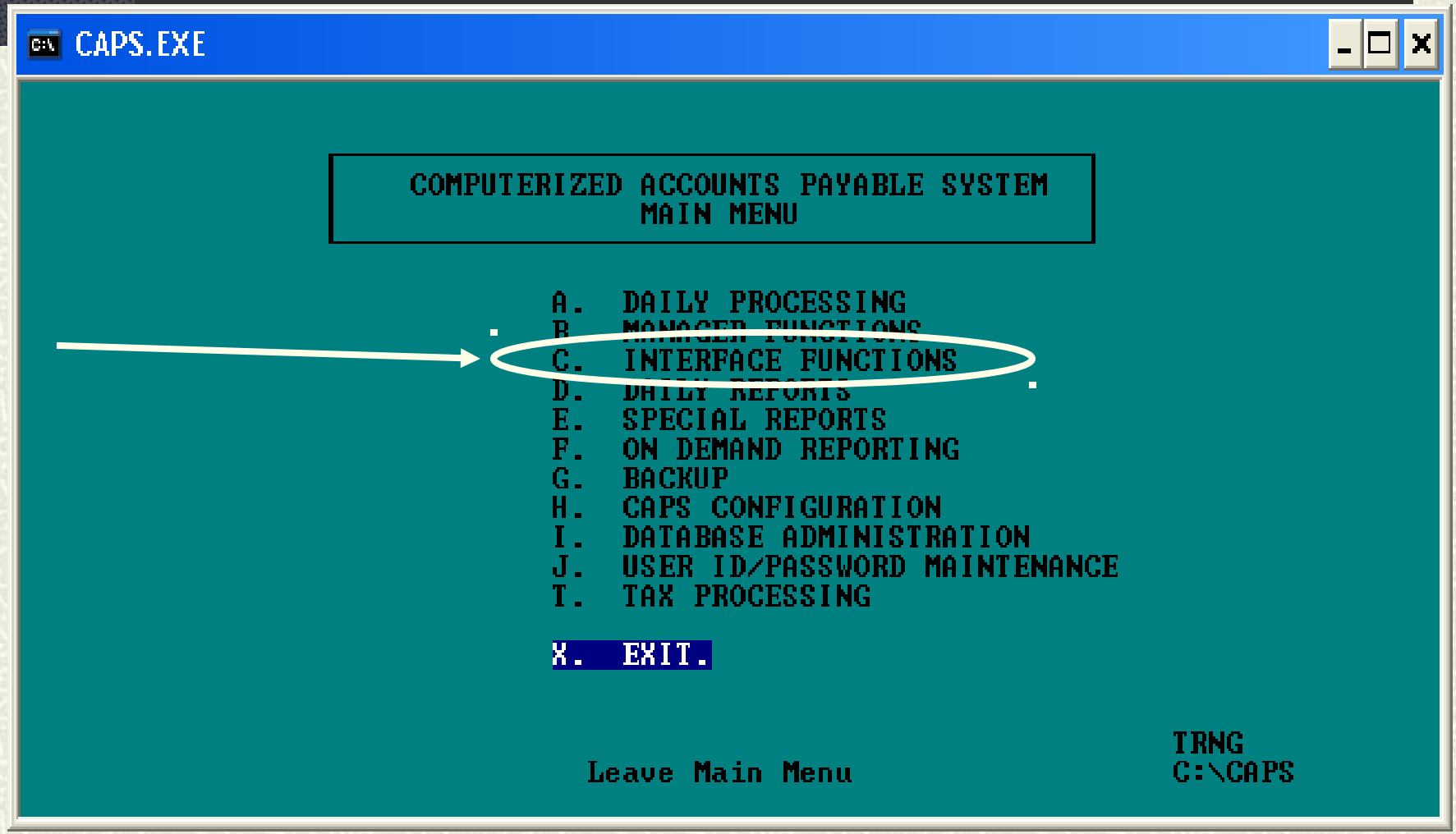
DDS Interface – cont'd



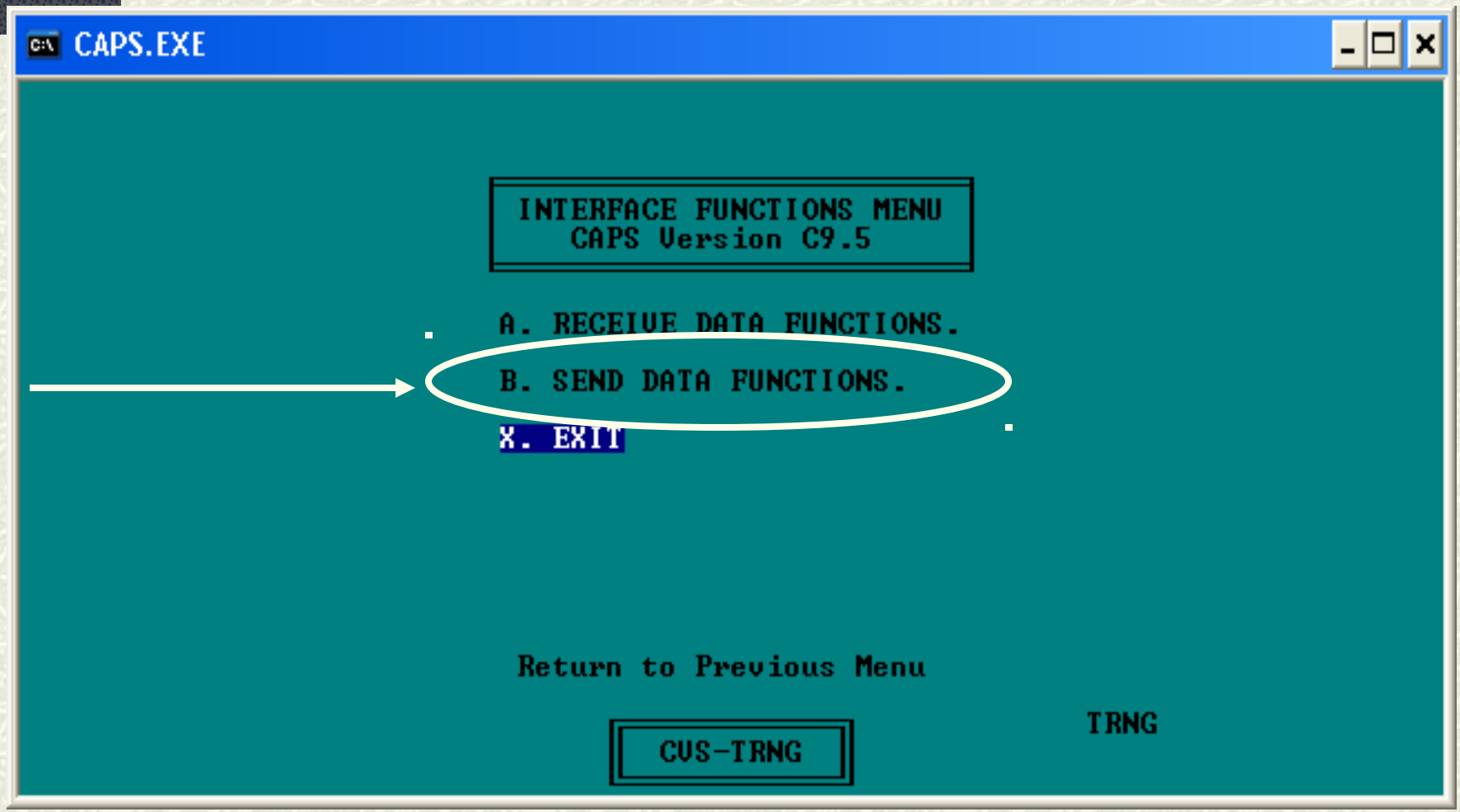
Ensure that "Y" is selected for:

- Interfaced w/ Disbursing
- Allow Cash payments
- Allow payment selection

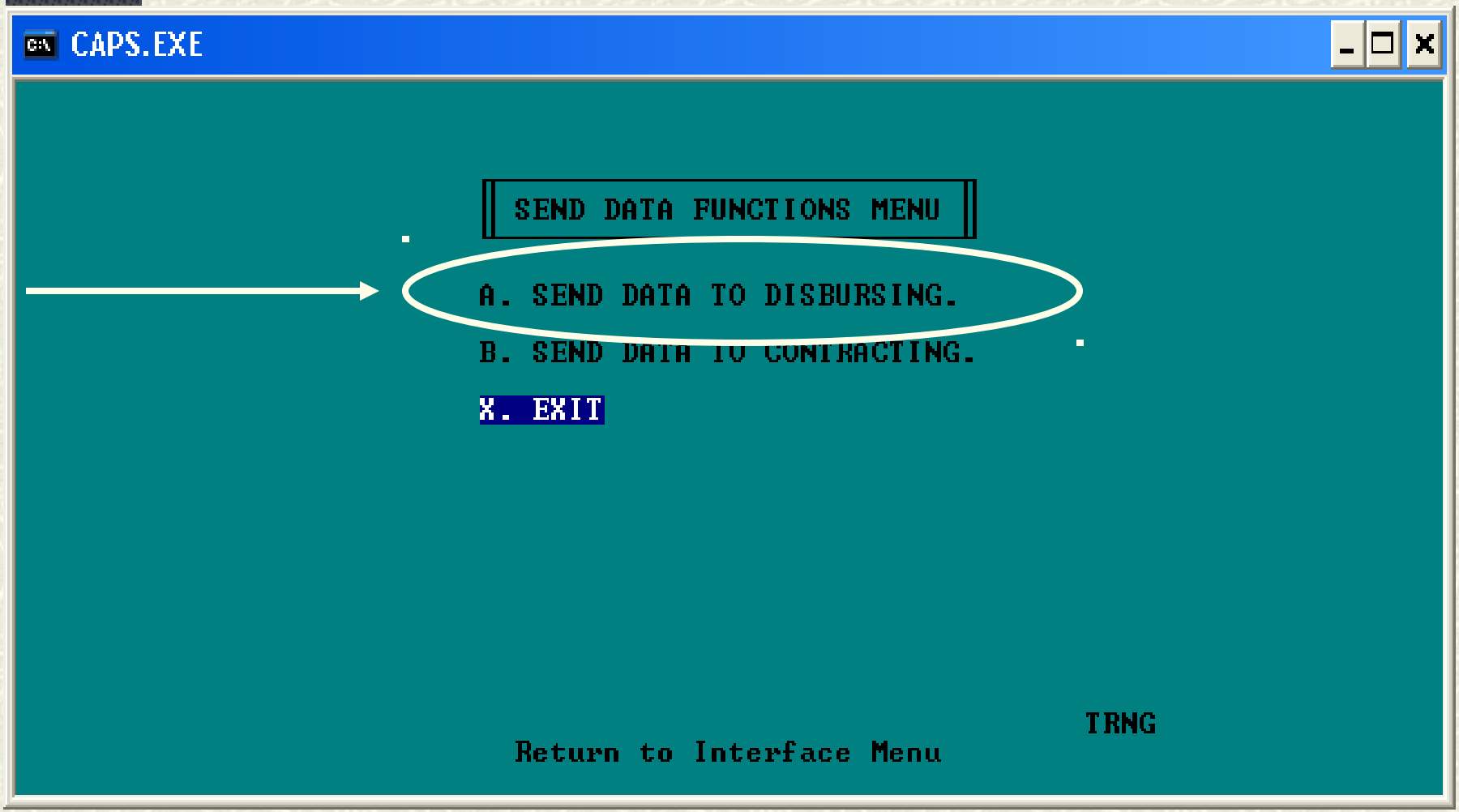
DDS Interface – cont'd



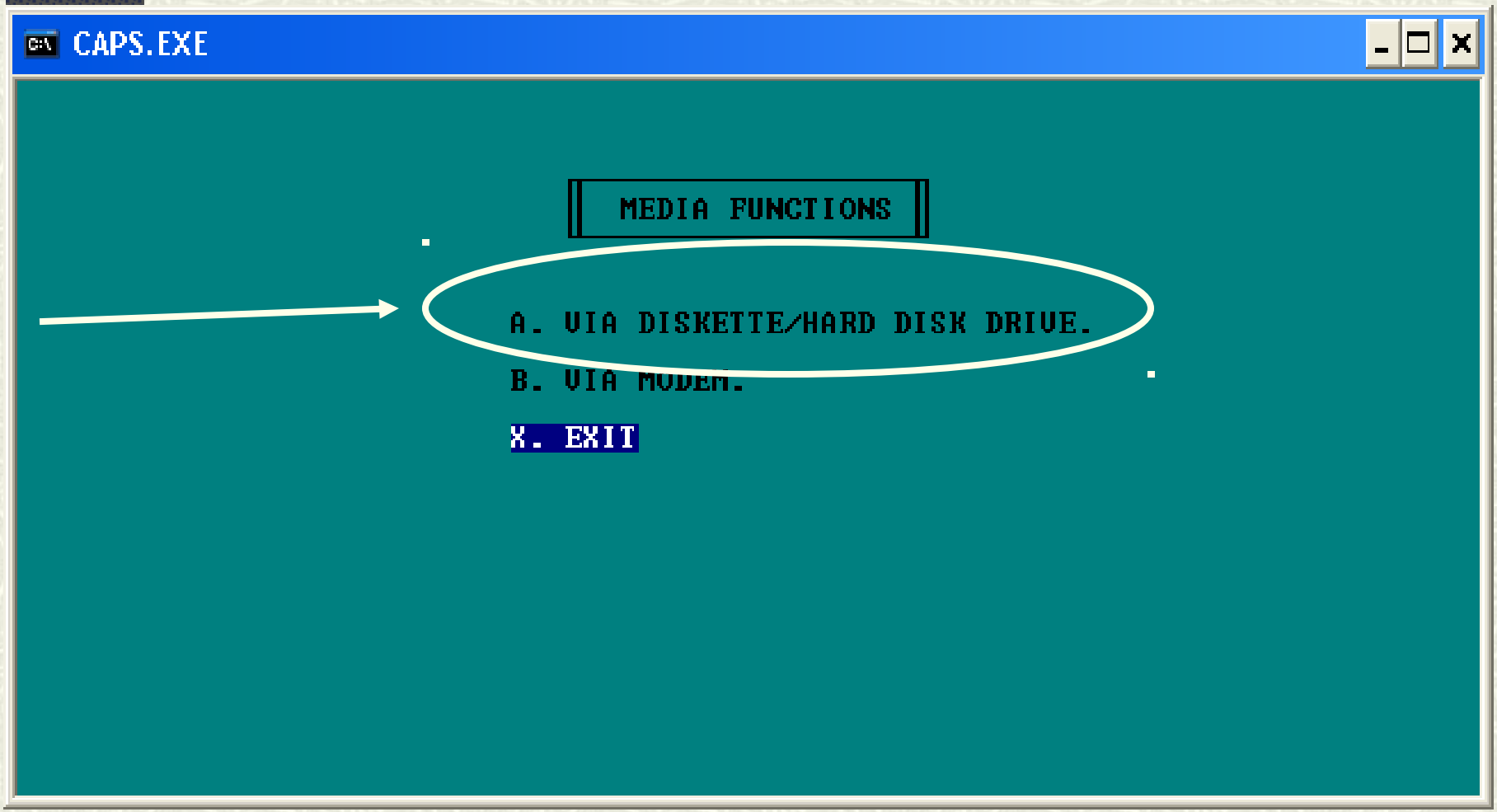
DDS Interface – cont'd



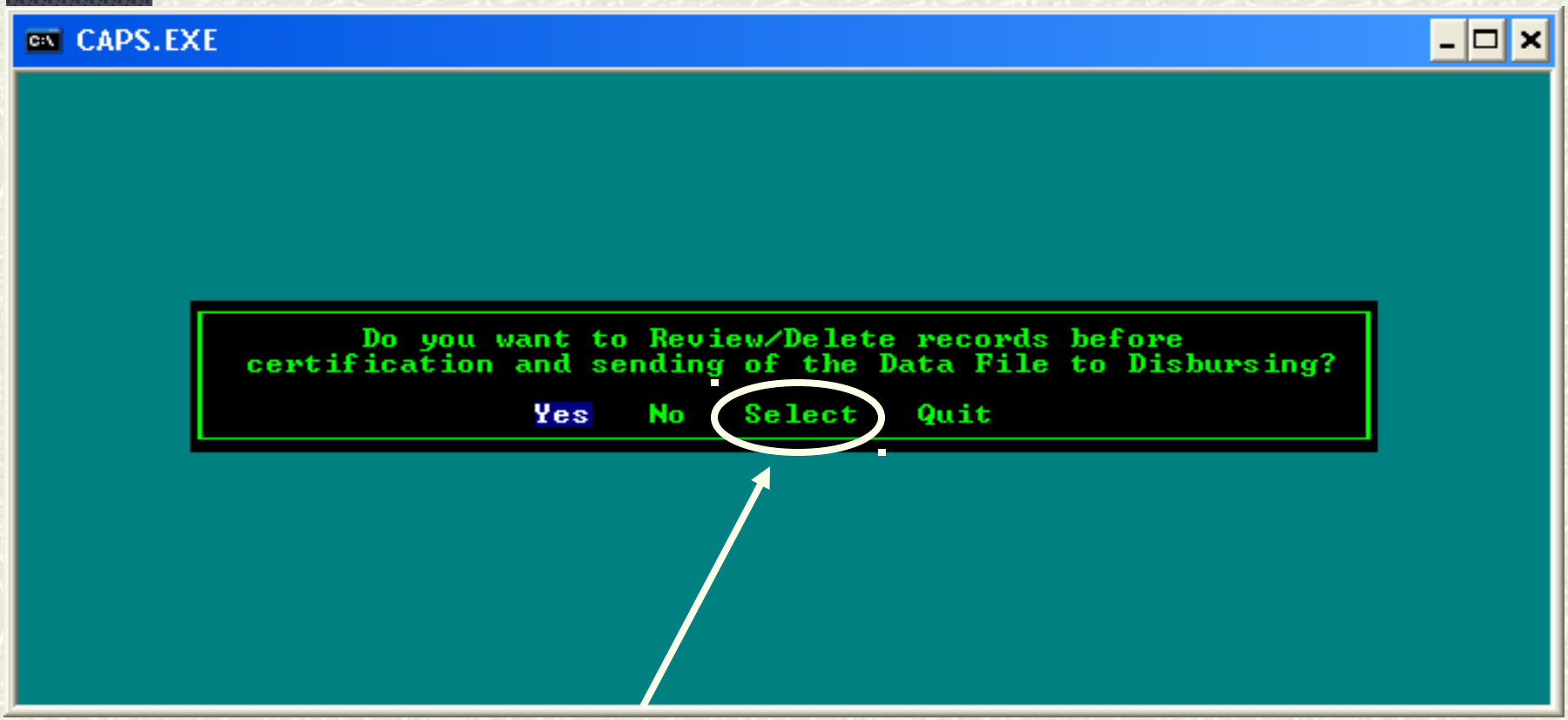
DDS Interface – cont'd



DDS Interface – cont'd

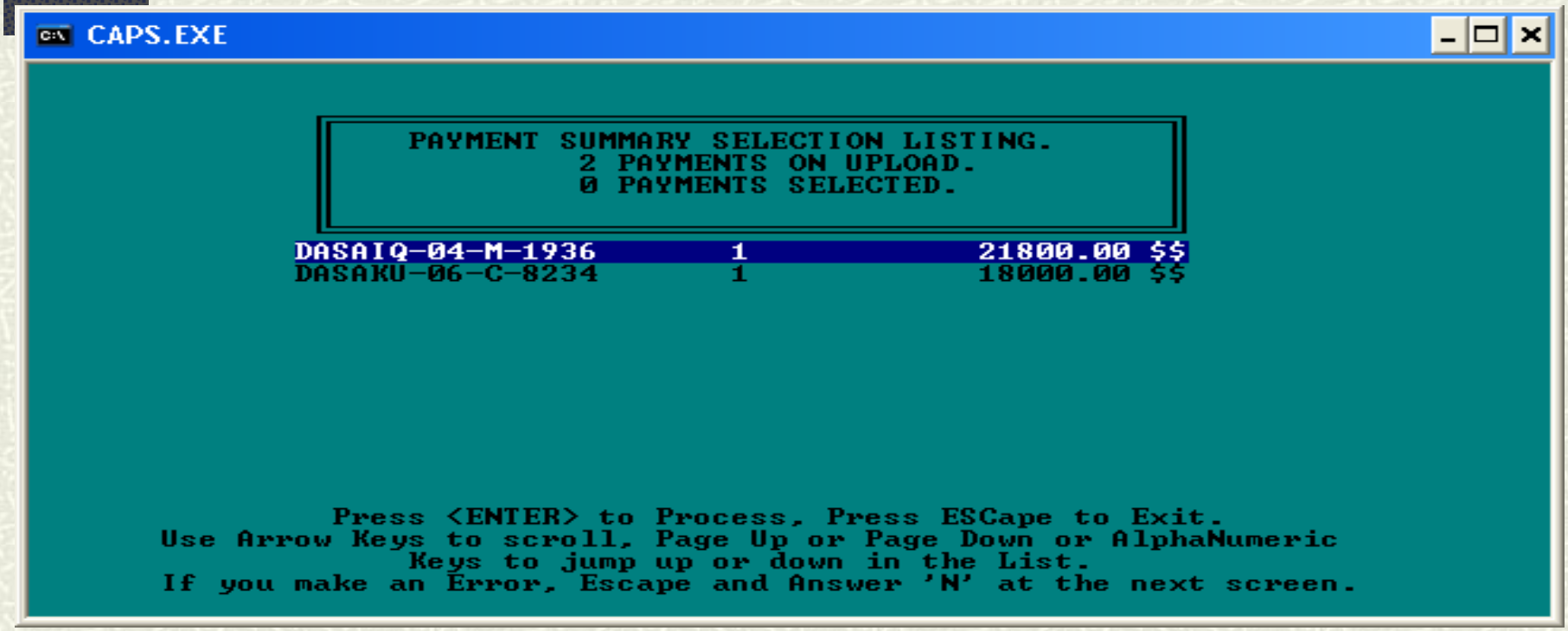


DDS Interface – cont'd



The new feature of v9.5 allows for selection. This is the best way to create the interface file.

DDS Interface – cont'd

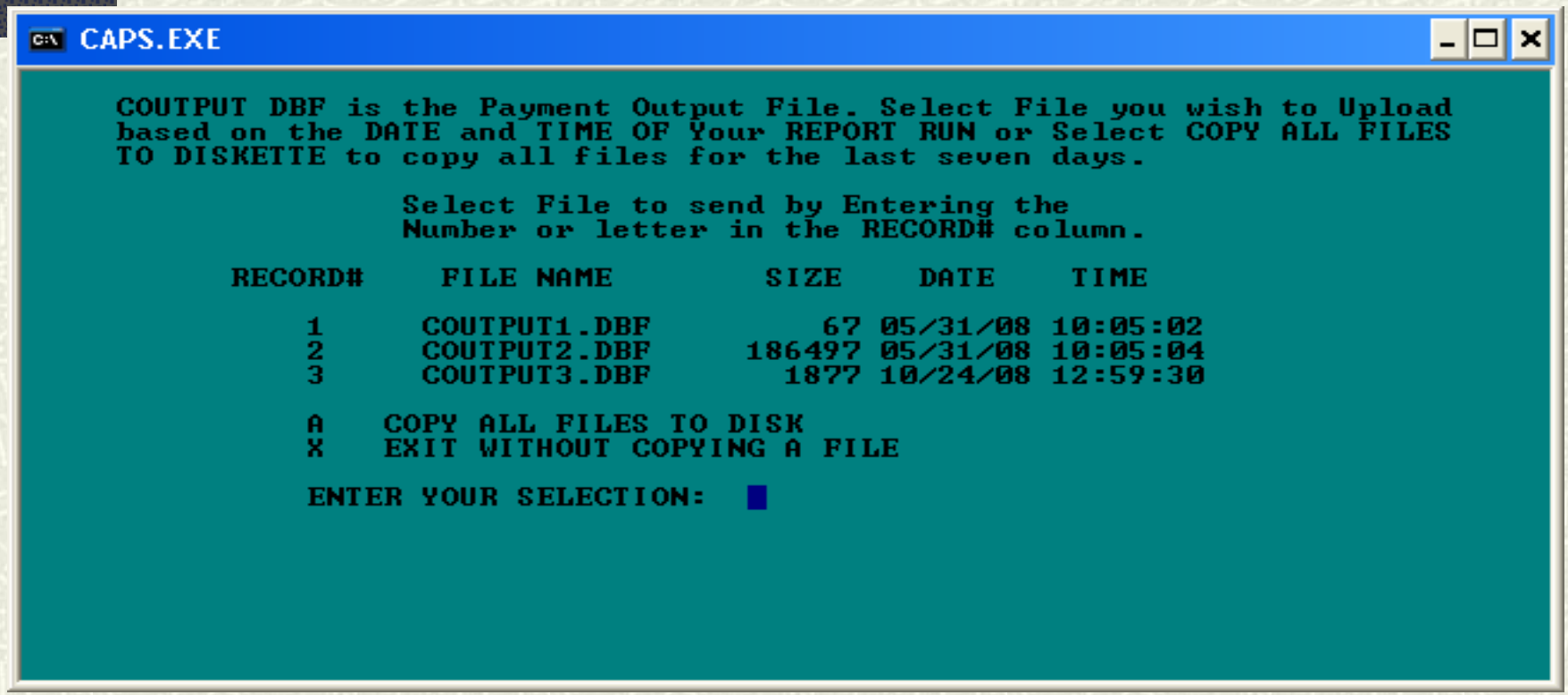


For each payment to be sent, highlight and press enter.

The banner on top will change to reflect the number of payments selected.

Once selected, the payment will disappear from the list.

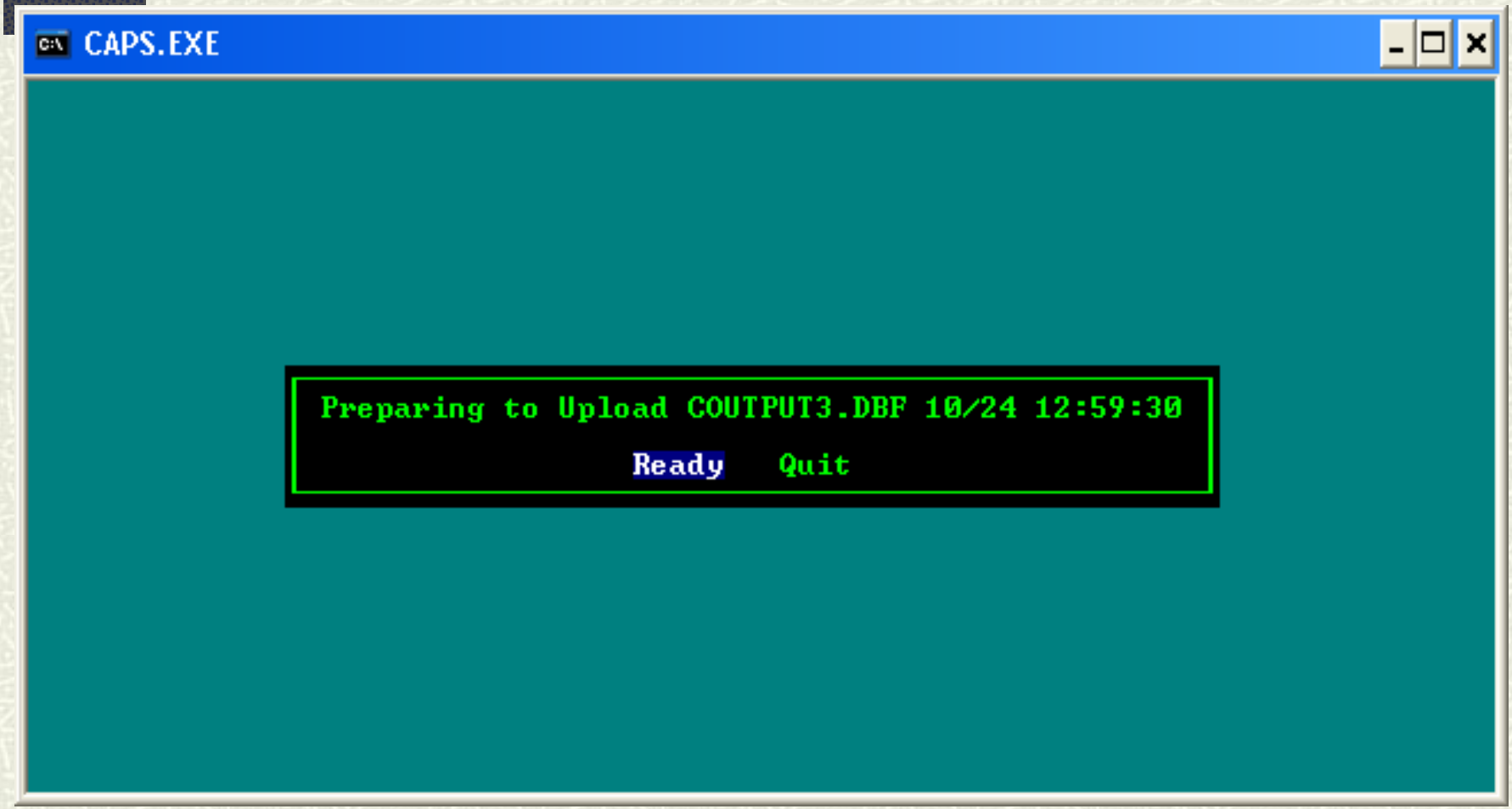
DDS Interface – cont'd



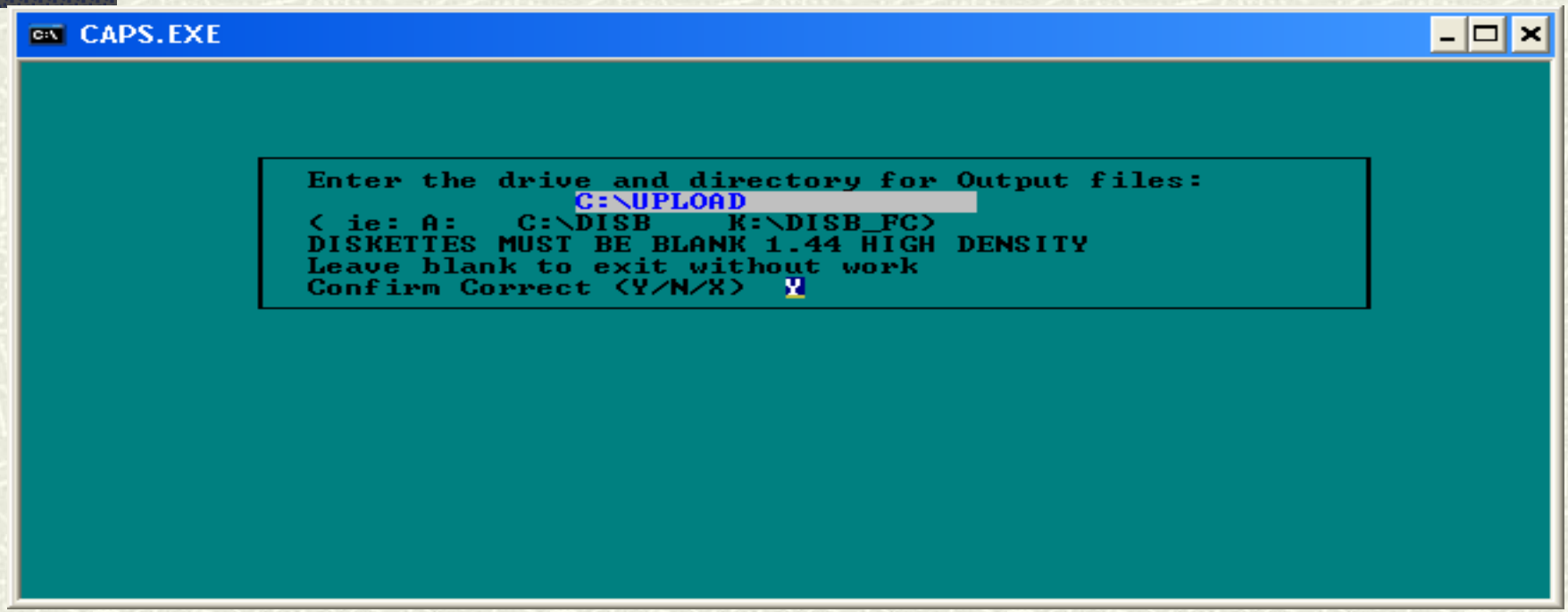
When a file is created, it will show that output number, and the date and time it was created. That allows for quick identification of the proper file.

CAPS-C will retain the last 9 Payment Output Files

DDS Interface – cont'd



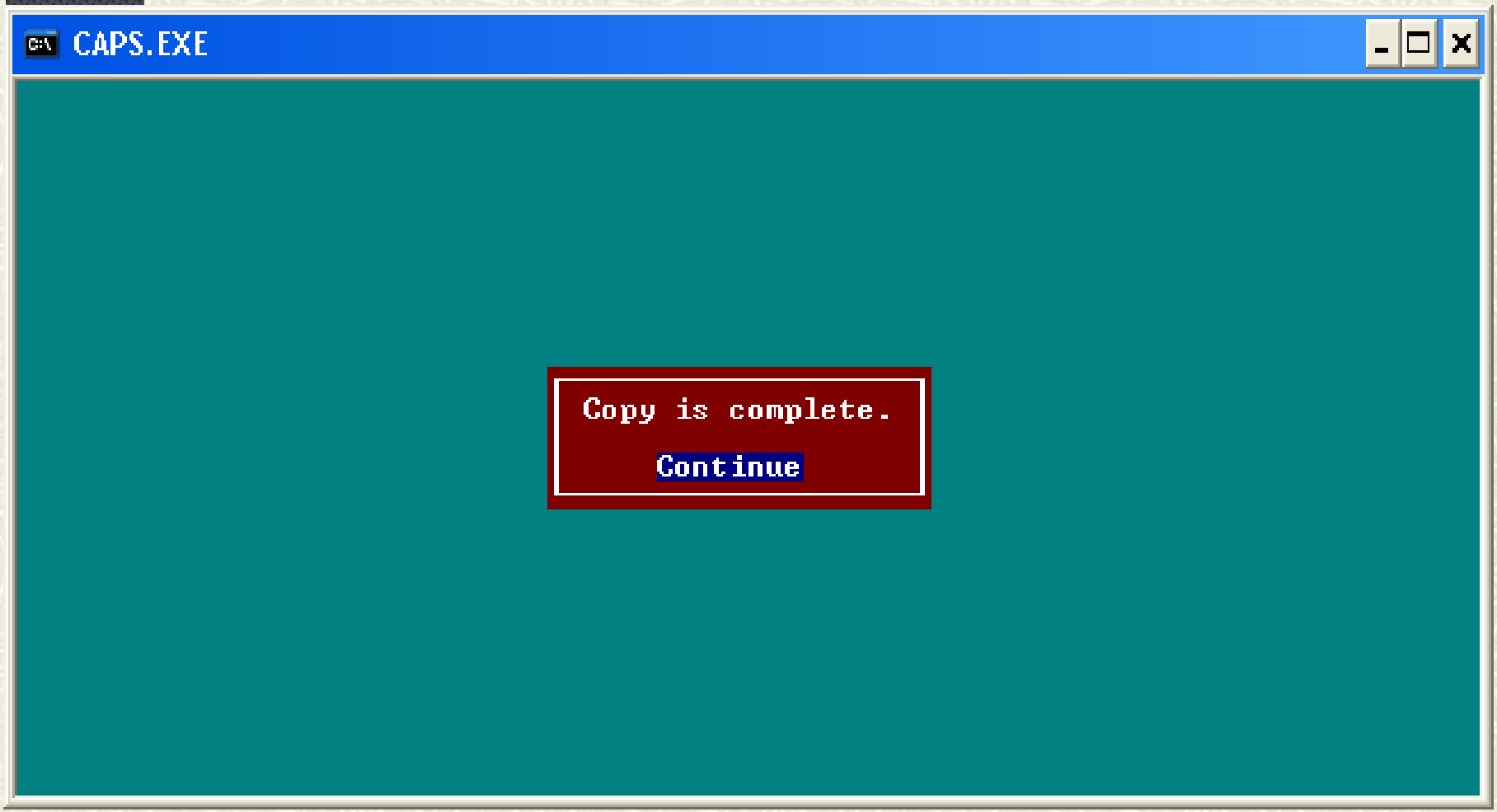
DDS Interface – cont'd



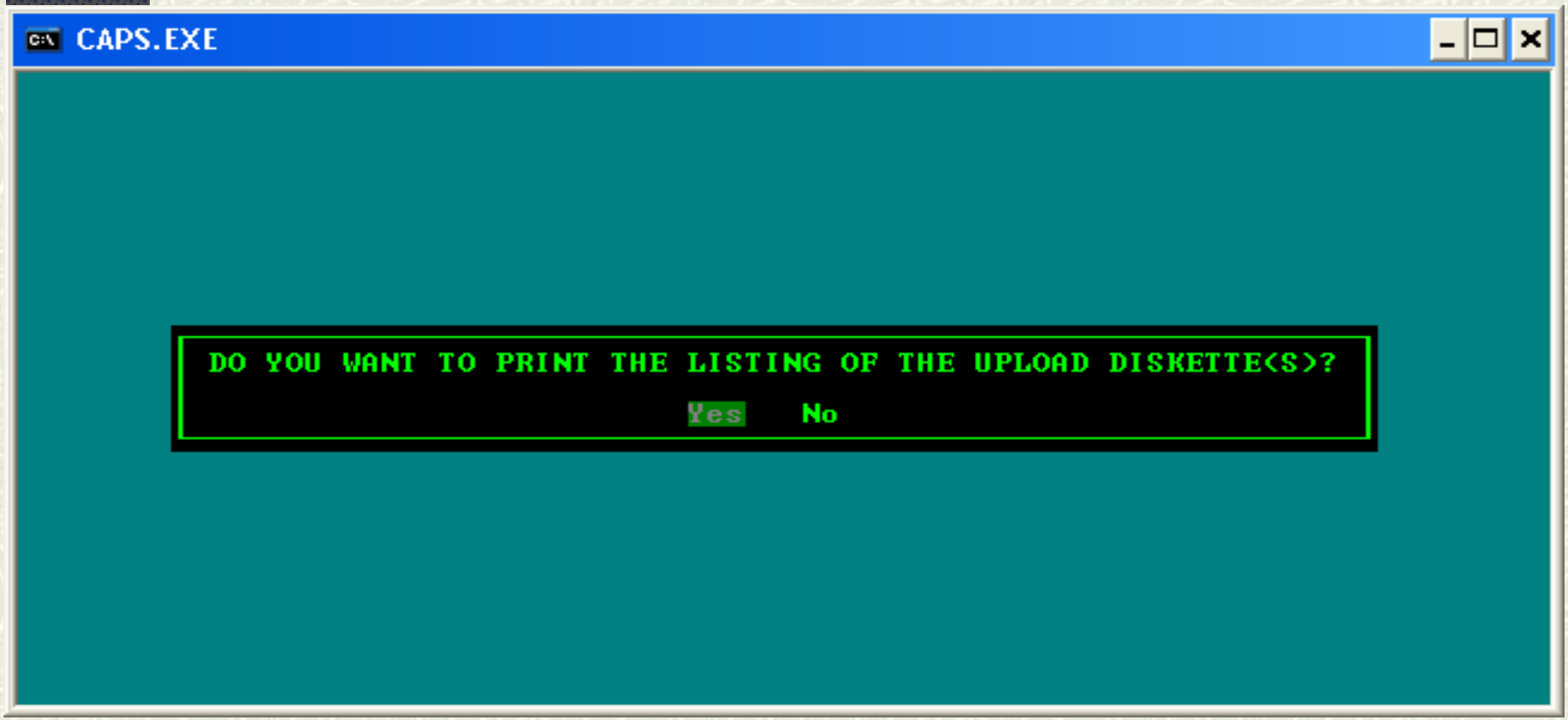
This destination must be entered in manually, and is the choice of the uploader.

For this example, a folder titled Upload was created in C drive. Entered that destination into the computer.

DDS Interface – cont'd

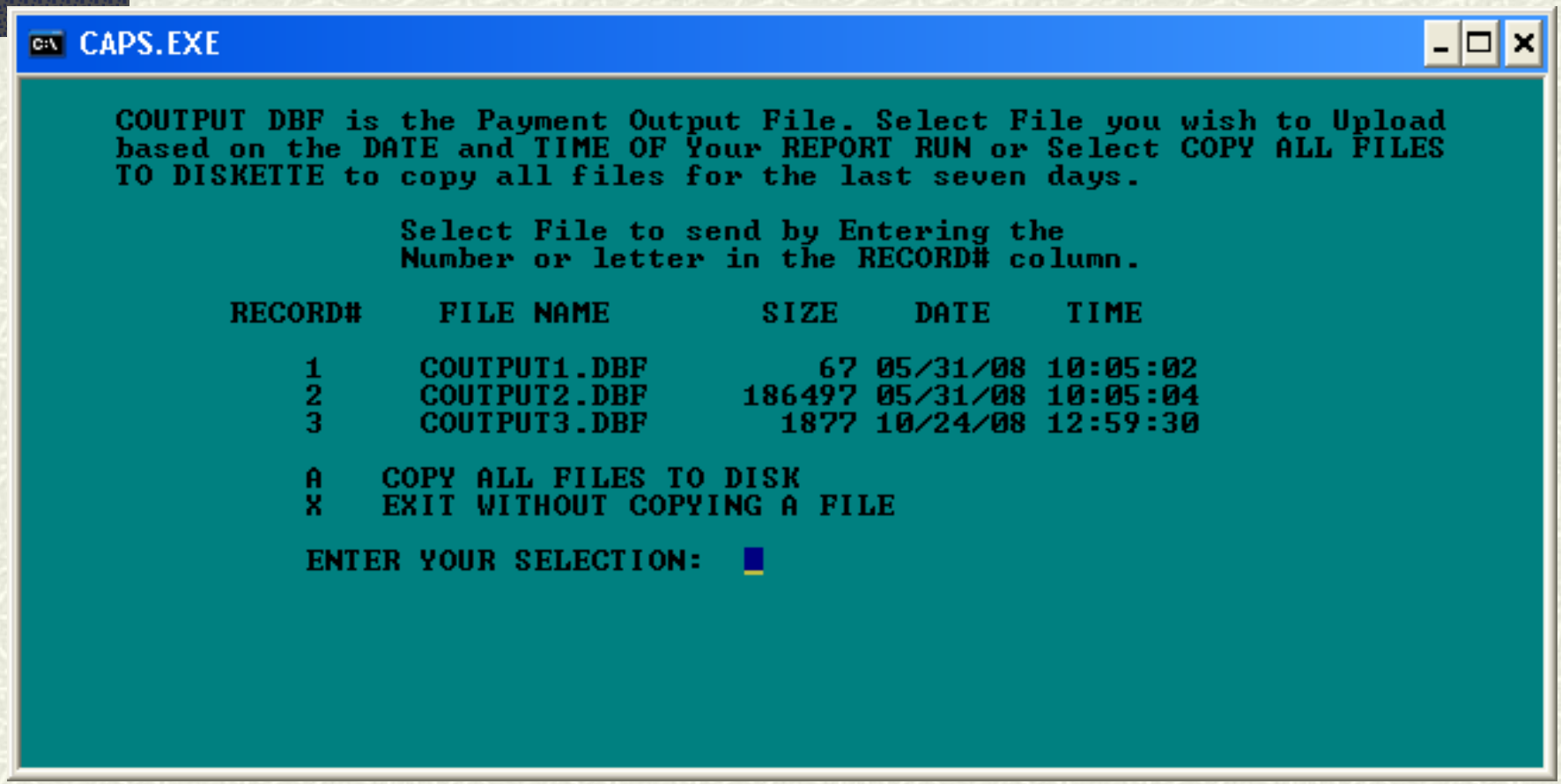


DDS Interface – cont'd



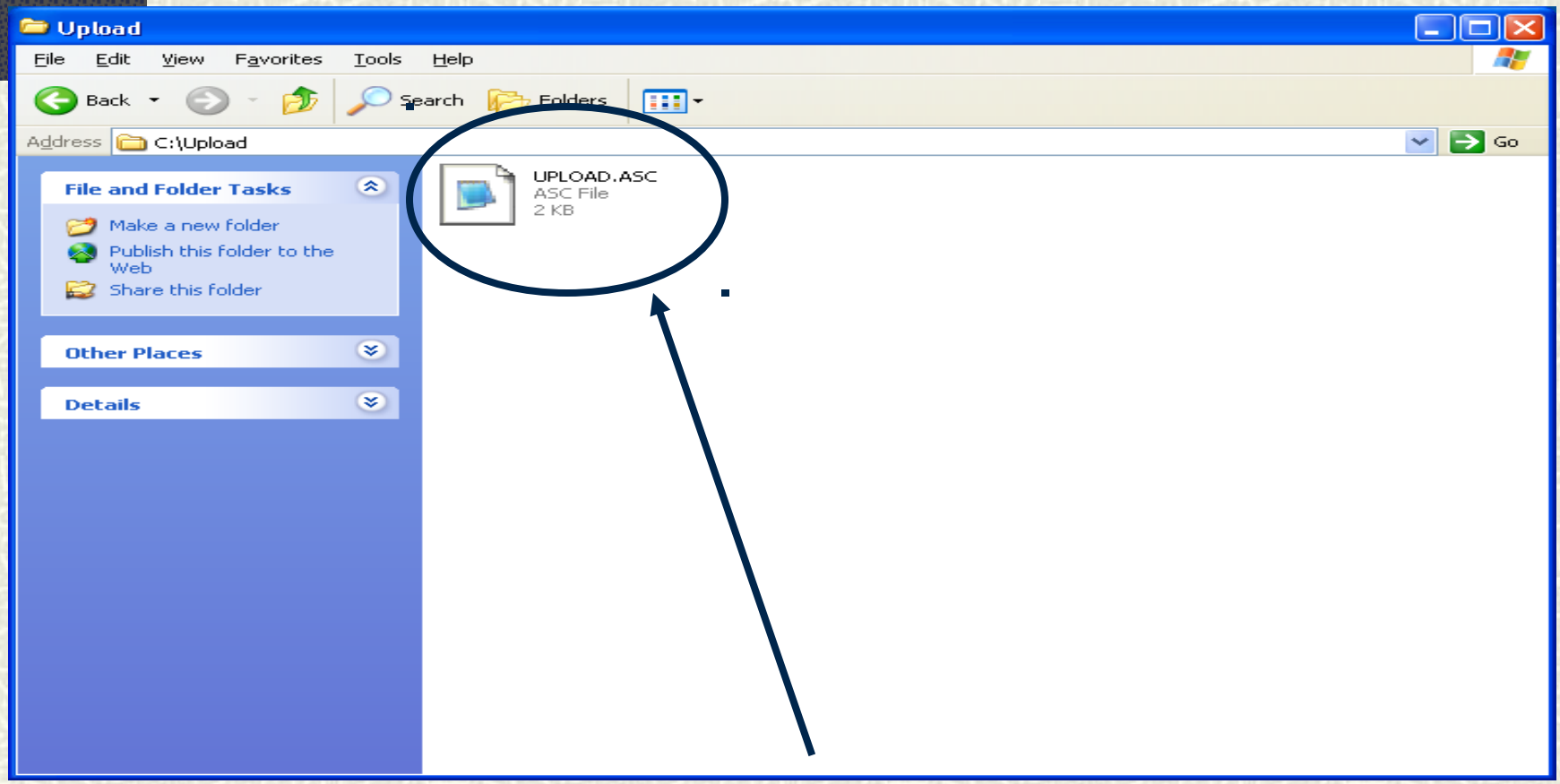
Print the listing, to ensure that desired payments are present on the file, and they match the Disbursing TL and vouchers present.

DDS Interface – cont'd



Once the file has been created, the system will return to this screen.

DDS Interface – cont'd



CAPS-C creates this file; UPLOAD.ASC. This file needs to be sent to Disbursing. Disbursing will then input into DDS and load into ITS.gov.

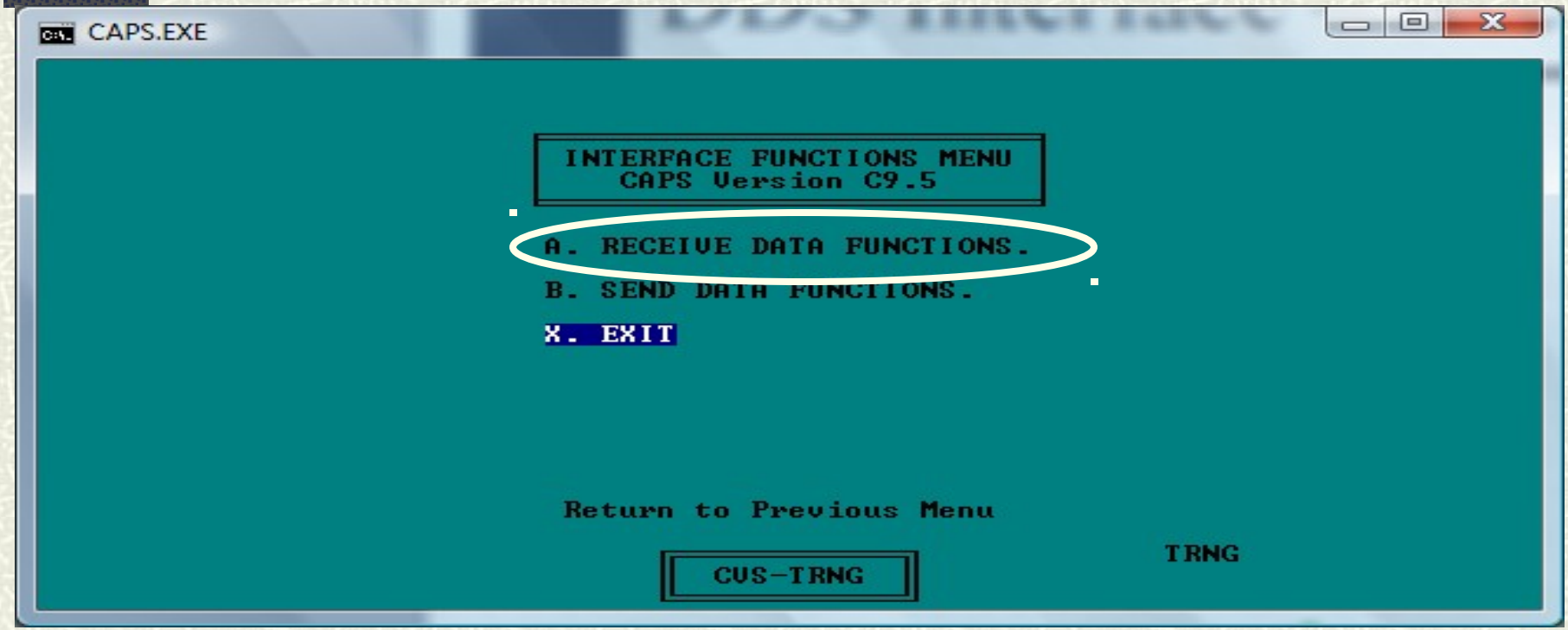
Module 11

Receive and Process the Download File from the DDS Interface

DDS Interface – Receive Data

- Once Disbursing has made the payments, they will send a download file back to CVS.
- The download file will contain all the DOV's, payment dates, and any check or trace numbers.
- Processing the download file will ensure all payment data is posted to keep the BRC updated.

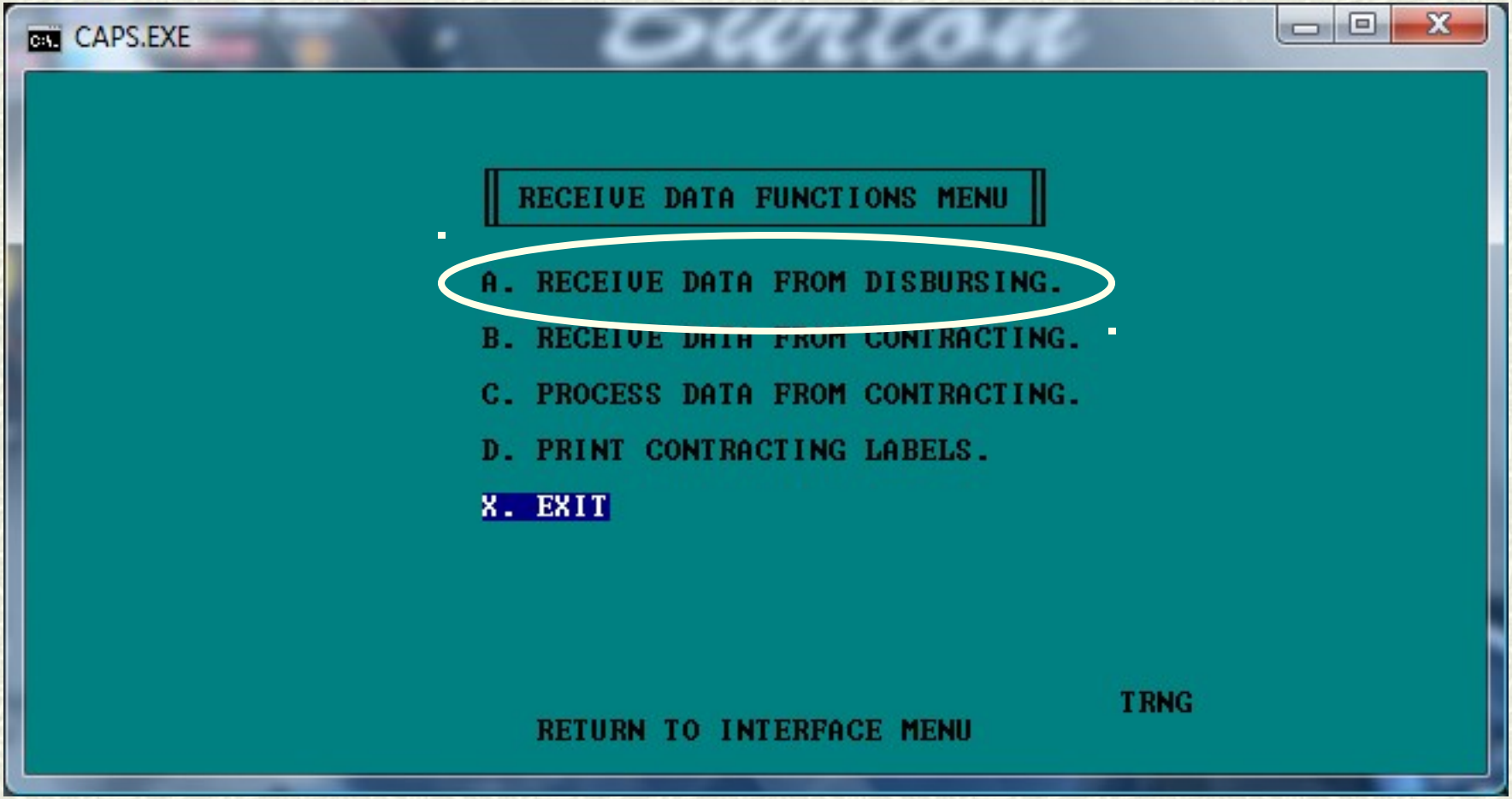
DDS Interface – Receive Data



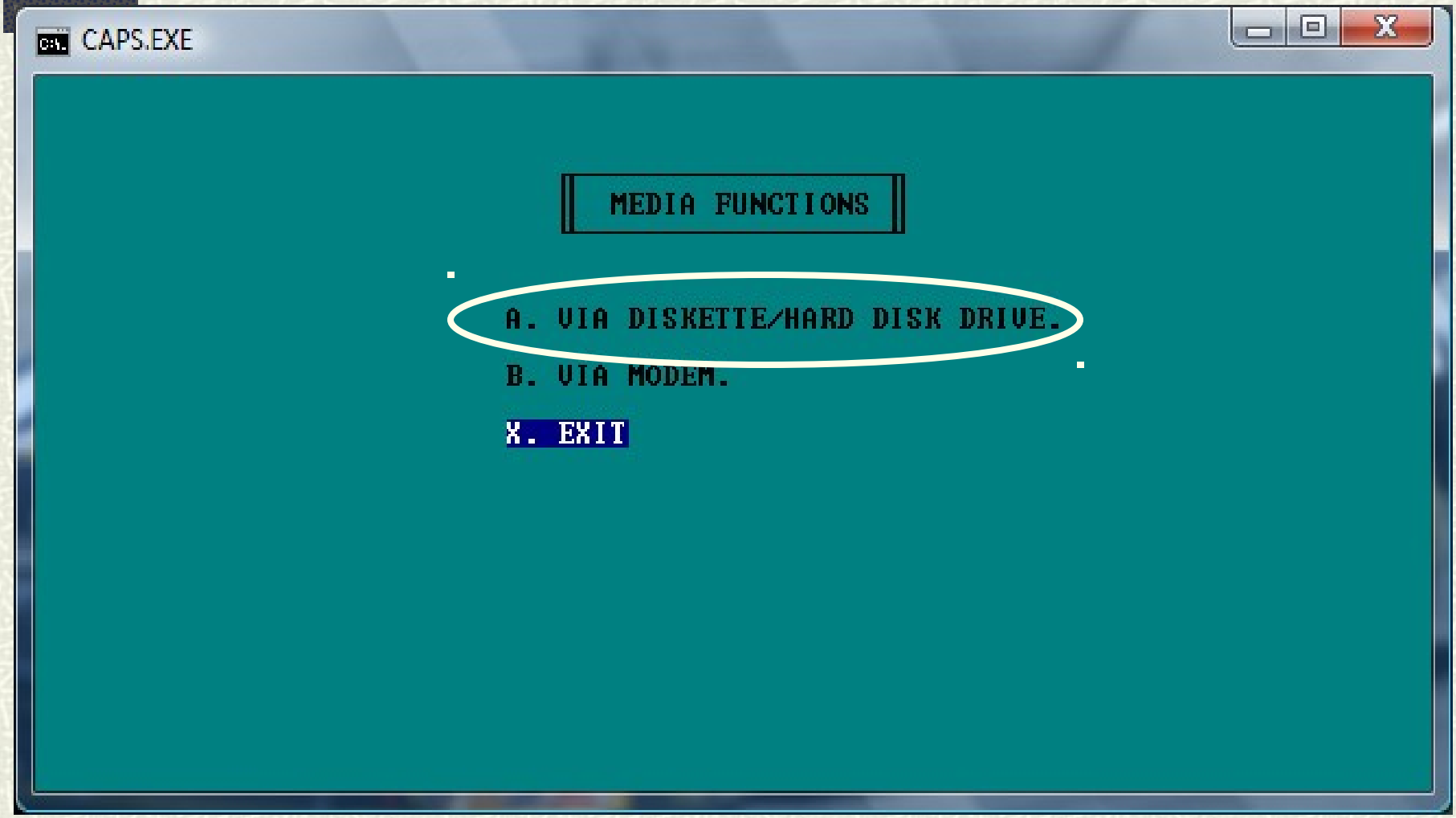
-Copy the Download.DAT file directly to the C: Drive.

-Under the Interface Functions Menu, Select Receive Data Functions.

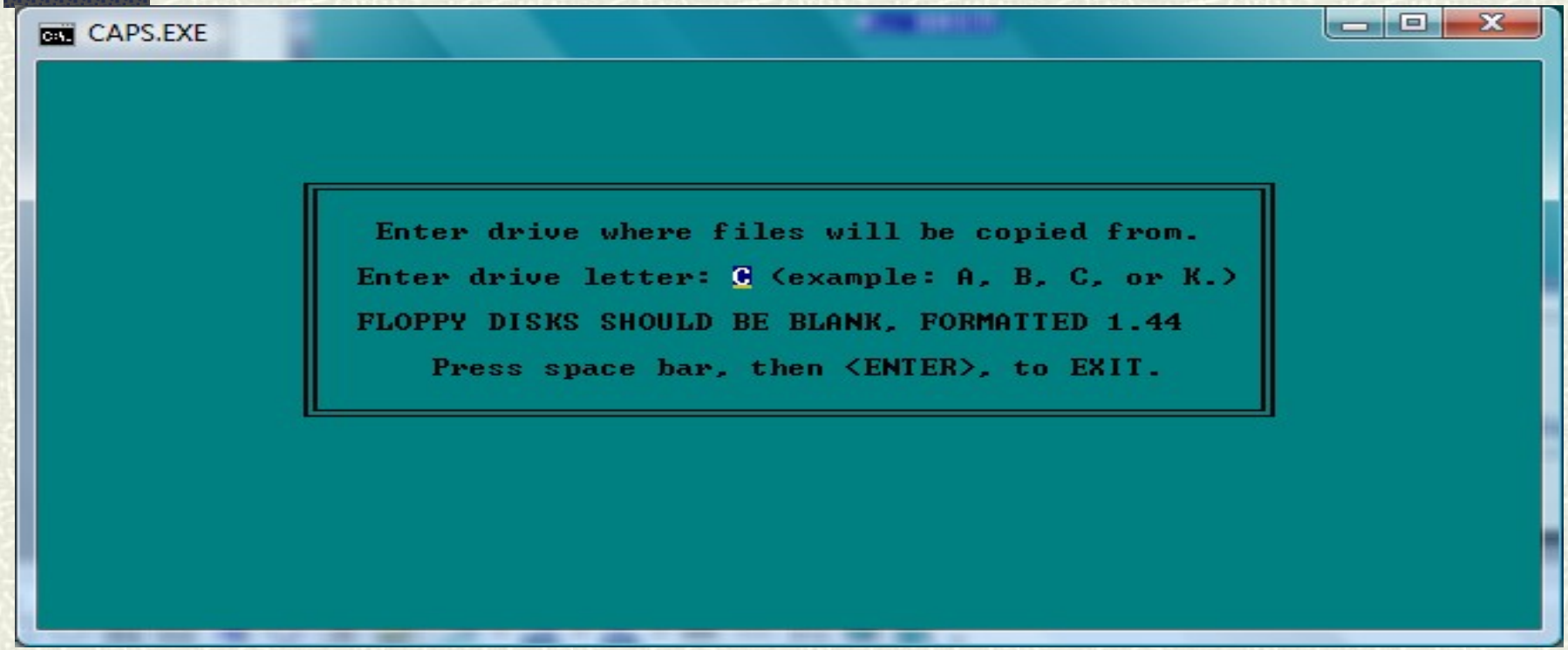
DDS Interface – Receive Data



DDS Interface – Receive Data



DDS Interface – Receive Data



-Enter the Drive Letter where you copied the Download.DAT file.

- You should have put it on the C: Drive

DDS Interface – Receive Data

- Once the download has run, you will receive a Message that says <Download was Successful>.
- -Move the download file to a folder where the download files are stored.
- -Rename the file to ensure that you can identify which date that specific file is, without it being copied over by a new file (i.e. Download091228.Dat).
- -Query some of the payments included on the download file to verify that the DOVs successfully posted.

Module 12

EFT Rejects

EFT Rejects

- Once Disbursing has made a payment to a foreign bank, it could take up to 2-3 weeks to receive the reject back.
- Disbursing will receive an EFT reject report. The report will list the reason the payment rejected.
- They will then process a Cash Collection Voucher (CCV) for the amount of the payment.

EFT Rejects – cont'd

- Disbursing will forward a copy of the CCV to the CVS office.
- Once you receive the CCV, annotate the manual BRC that the payment rejected.
- Contact the vendor and obtain the correct EFT information.
- Prepare a manual SF 1034. Annotate the new payment on the BRC and the reason for it. Attach a copy of the original payment, the CCV, and the EFT reject report.
- Forward to Disbursing for payment. Because this will be processed as a manual payment, it is not possible to send this payment via Interface.

Module 13

TD Form 1099-MISC

Tax Table Maintenance and File Production

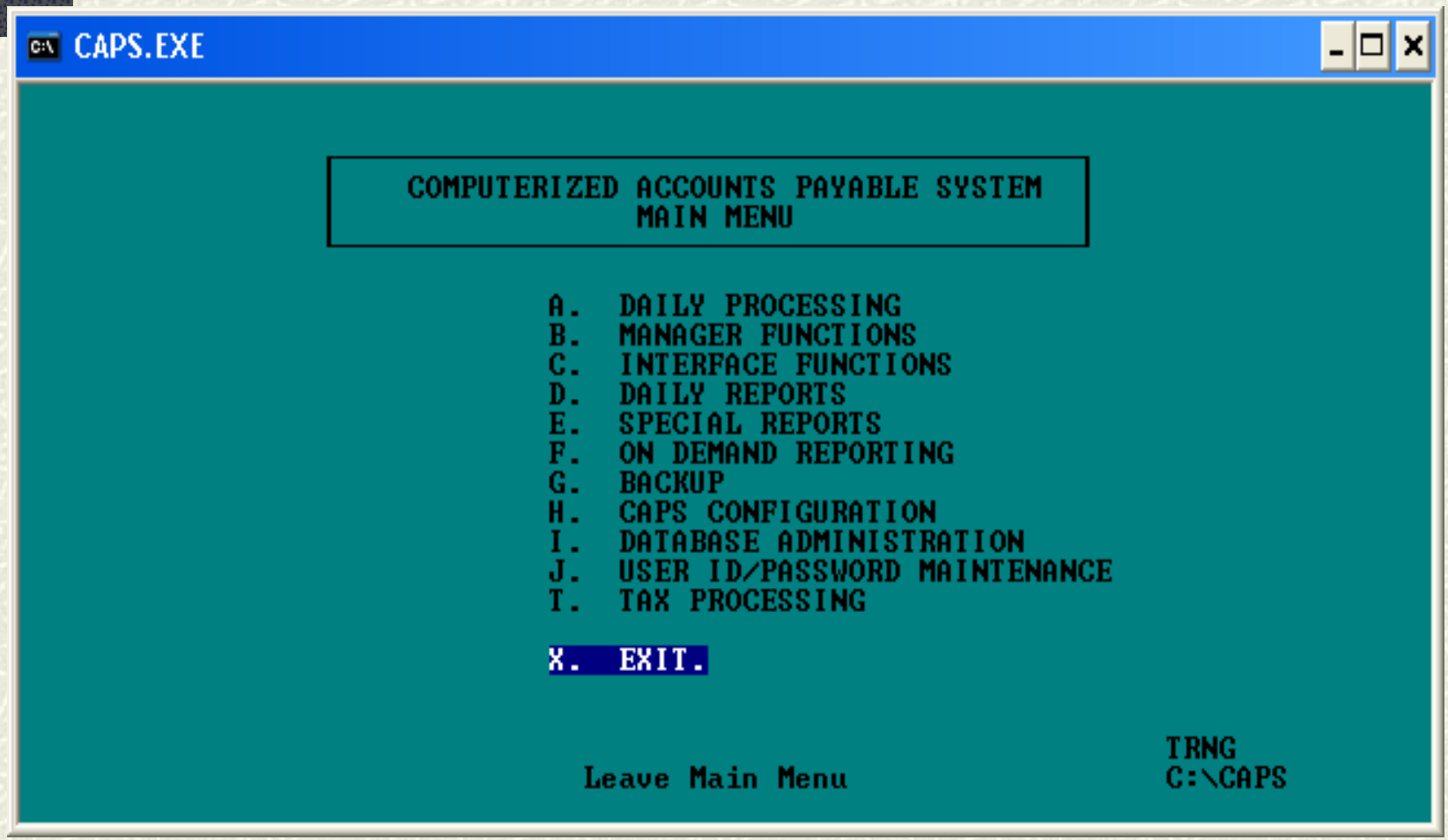
1099 Tax Records

- As earlier stated, some vendors that have contracts with military forces may still incur taxable income.
- If a company is primarily based in the U.S., regardless of where their sub-office is, they must still report taxable wages.
- Contracting is responsible for providing the correct information. Ensure they are aware of the requirements.

1099 Tax Records

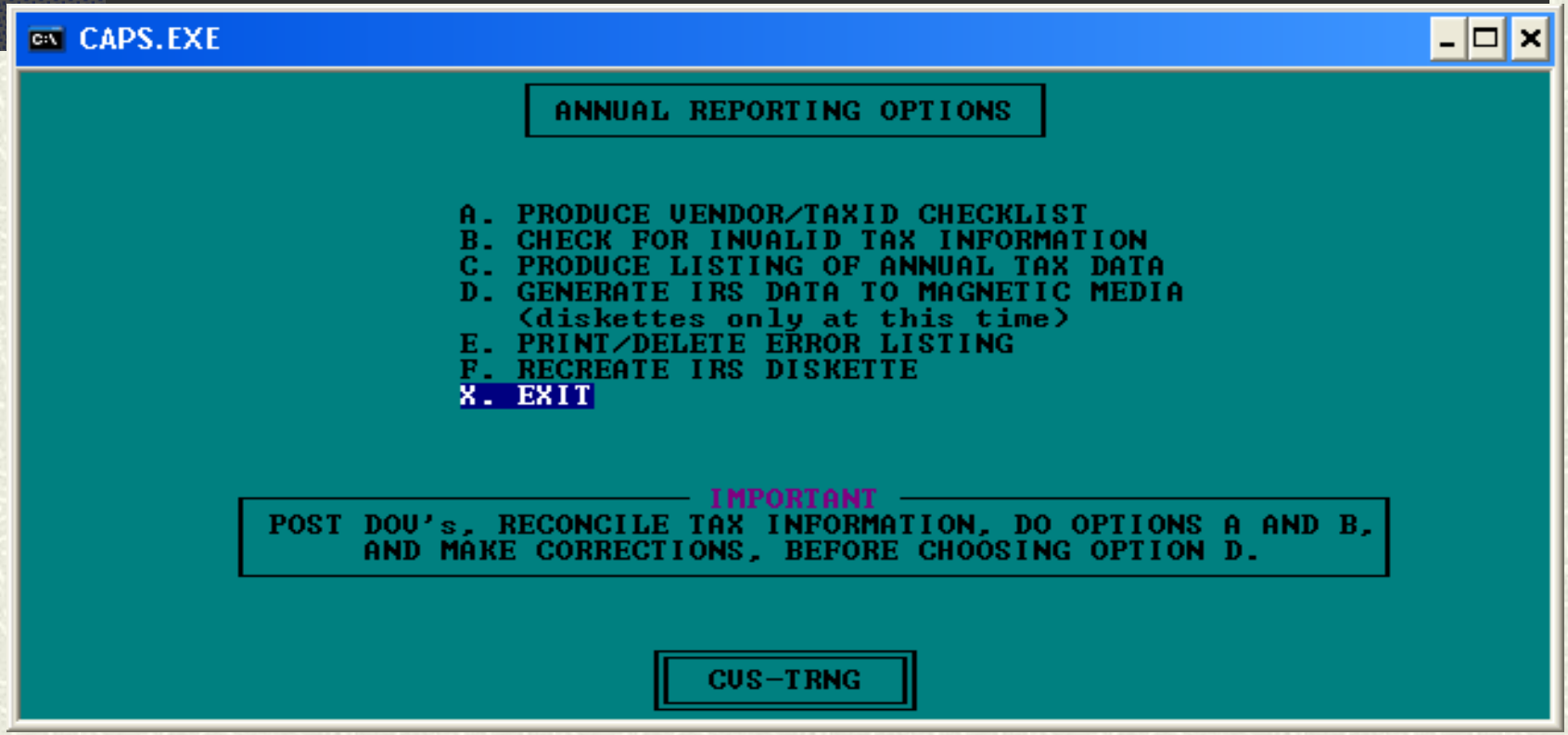
- The tax year consists of all contracts paid between 1 Jan – 31 Dec of every year.
- The report must be ran between 1-5 Jan.
- The report must be emailed by cut-off of 6 Jan.
- The person responsible for producing the tax files must be given specific access to Tax Processing

1099 Tax Records – Table Maintenace

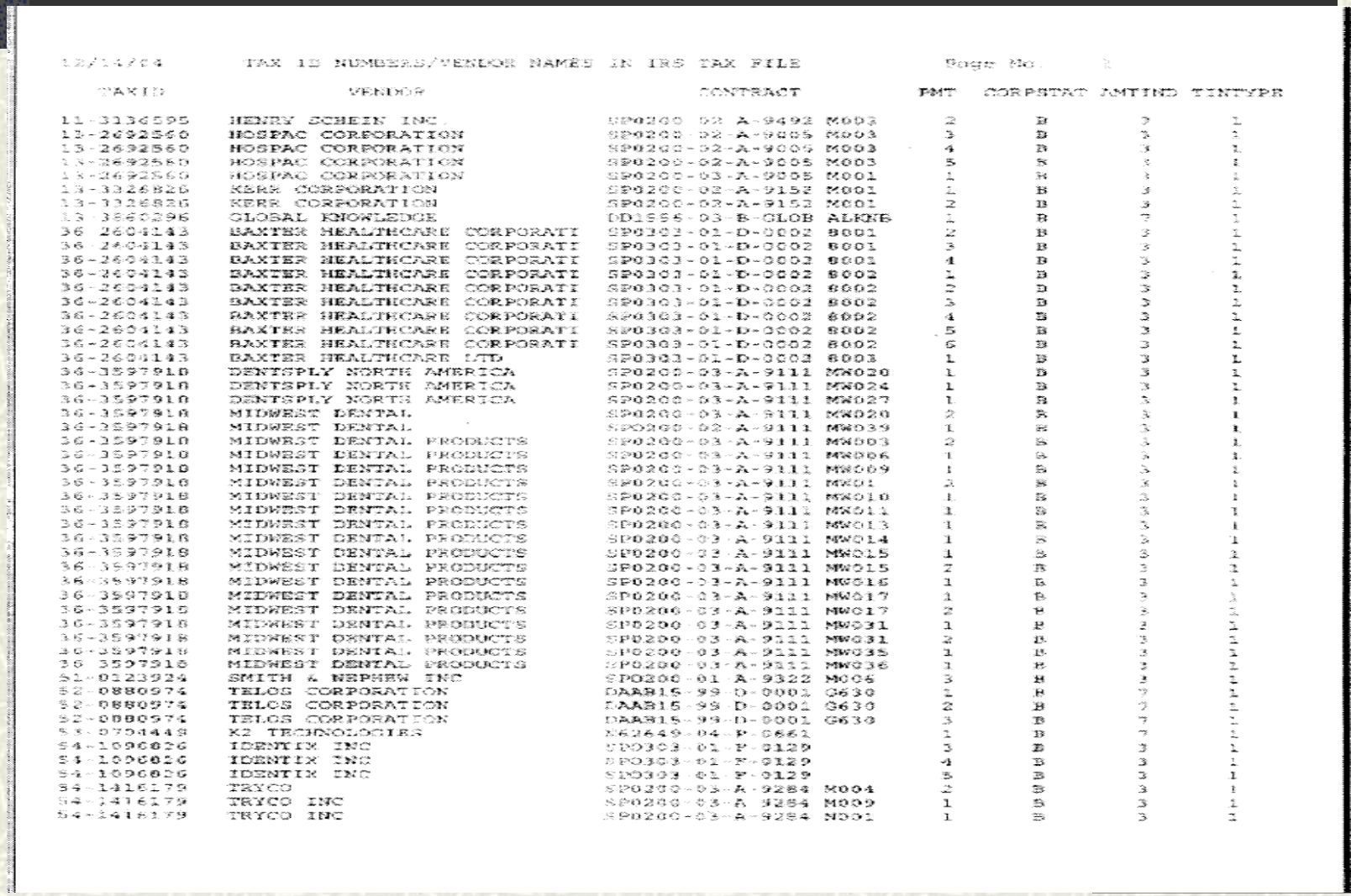


1099 Tax Records – Table Maintenace

1099 Tax Records – Table Maintenace



1099 Tax Records – Table Maintenace



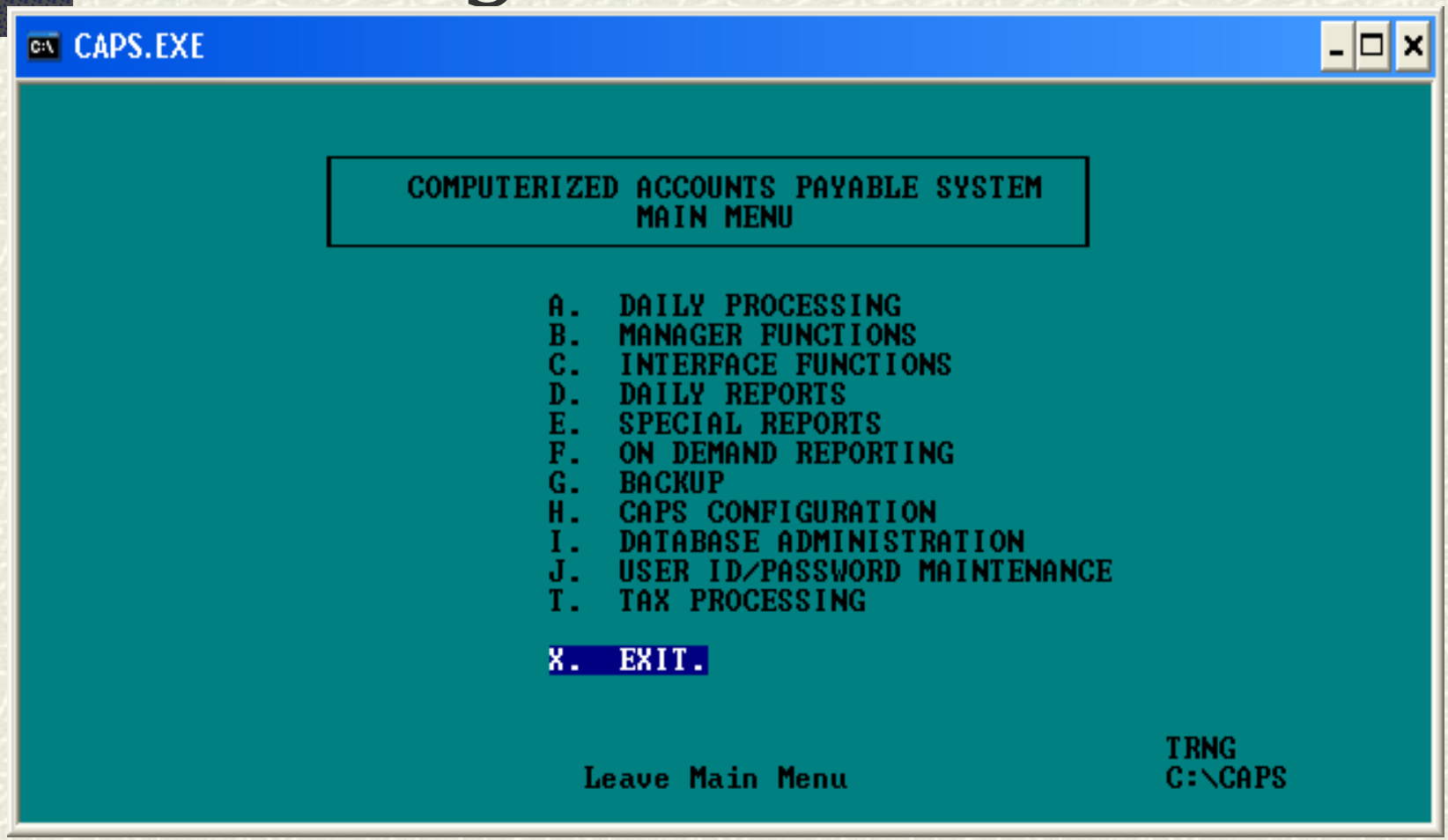
12/14/94 TAX ID NUMBERS/VENDOR NAMES IN IRS TAX FILE Page No. 1

TAXID	VENDOR	CONTRACT	PMT	CORPSTAT	AMTIND	TINTYPE
11-3136595	HENRY SCHEIN INC	SP0200-92-A-9492 M003	2	B	2	1
13-2692560	HOSPAC CORPORATION	SP0200-92-A-9005 M003	3	B	3	1
13-2692560	HOSPAC CORPORATION	SP0200-92-A-9004 M003	4	B	3	1
13-2692560	HOSPAC CORPORATION	SP0200-92-A-9005 M003	5	B	3	1
13-2692560	HOSPAC CORPORATION	SP0200-93-A-9005 M001	1	B	3	1
13-3326826	KERR CORPORATION	SP0200-92-A-9152 M001	1	B	3	1
13-3326826	KERR CORPORATION	SP0200-92-A-9153 M001	2	B	3	1
13-3660296	GLOBAL KNOWLEDGE	DD1555-93-B-GLOB ALKNS	1	B	3	1
36-2604143	BAXTER HEALTHCARE CORPORATI	SP0202-01-D-0002 8001	2	B	3	1
36-2604143	BAXTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8001	3	B	3	1
36-2604143	BAXTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8001	4	B	3	1
36-2604143	BAXTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	1	B	3	1
36-2604143	BAXTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	2	B	3	1
36-2604143	BAXTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	3	B	3	1
36-2604143	BAXTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	4	B	3	1
36-2604143	BAXTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	5	B	3	1
36-2604143	BAXTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	6	B	3	1
36-2604143	BAXTER HEALTHCARE LTD	SP0303-01-D-0002 8003	1	B	3	1
36-3597918	DENTSPLY NORTH AMERICA	SP0200-93-A-9111 MW020	1	B	3	1
36-3597918	DENTSPLY NORTH AMERICA	SP0200-93-A-9111 MW024	1	B	3	1
36-3597918	DENTSPLY NORTH AMERICA	SP0200-93-A-9111 MW027	1	B	3	1
36-3597918	MIDWEST DENTAL	SP0200-93-A-9111 MW020	2	B	3	1
36-3597918	MIDWEST DENTAL	SP0200-92-A-9111 MW039	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW003	2	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW006	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW009	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW01	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW010	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW011	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW013	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW014	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW015	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW015	2	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW016	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW017	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW017	2	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW031	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW031	2	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW035	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-93-A-9111 MW036	1	B	3	1
36-3597918	MIDWEST DENTAL PRODUCTS	SP0200-01-A-9322 M006	1	B	3	1
41-0123924	SMITH & NEPHEW INC	DAAB15-99-D-0001 G630	2	B	3	1
52-0880974	TELOS CORPORATION	DAAB15-99-D-0001 G630	2	B	3	1
52-0880974	TELOS CORPORATION	DAAB15-99-D-0001 G630	3	B	3	1
52-0880974	TELOS CORPORATION	N62649-94-P-0661	1	B	3	1
53-0794449	K2 TECHNOLOGIES	UDO303-01-P-0129	3	B	3	1
54-1096026	IDENTIX INC	SPO303-01-P-0129	4	B	3	1
54-1096026	IDENTIX INC	SPO303-01-P-0129	5	B	3	1
54-1096026	IDENTIX INC	SP0200-93-A-9284 M004	2	B	3	1
54-1416179	TRYCO	SP0200-93-A-9284 M009	1	B	3	1
54-1416179	TRYCO INC	SP0200-93-A-9284 N001	1	B	3	1
54-1416179	TRYCO INC					

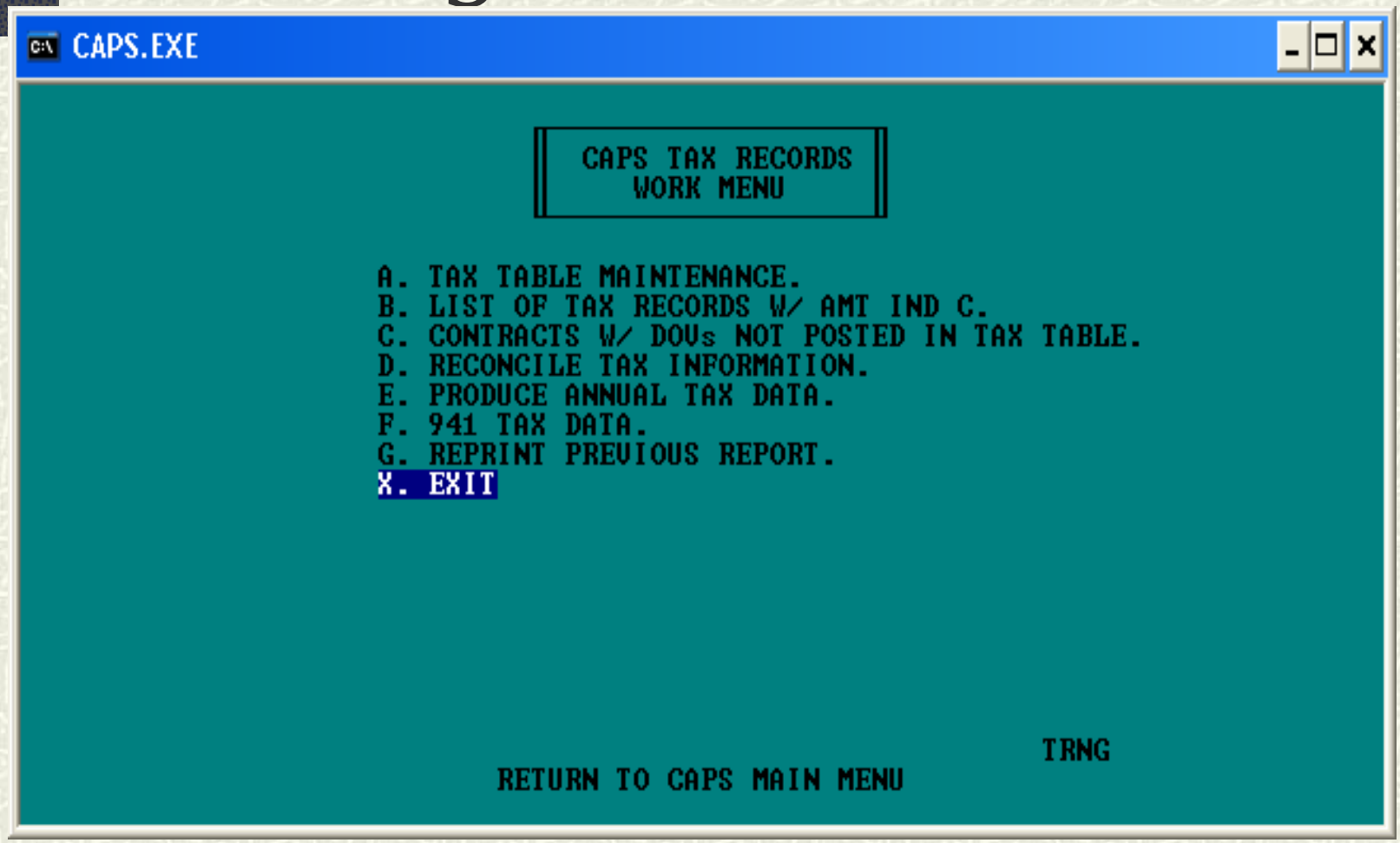
1099 Tax Records – Table Maintenace

- Review the amount indicator and corporate status for each listed contract payment.
  - If they are correct, no corrections need to be made.
  - If they are not correct, then corrections must be made.
- Review each contract number to verify if the payment was made for a product or service.
  - If a service, the payment remains on the tax file.
  - If for a product, the payment should be deleted from the tax table.

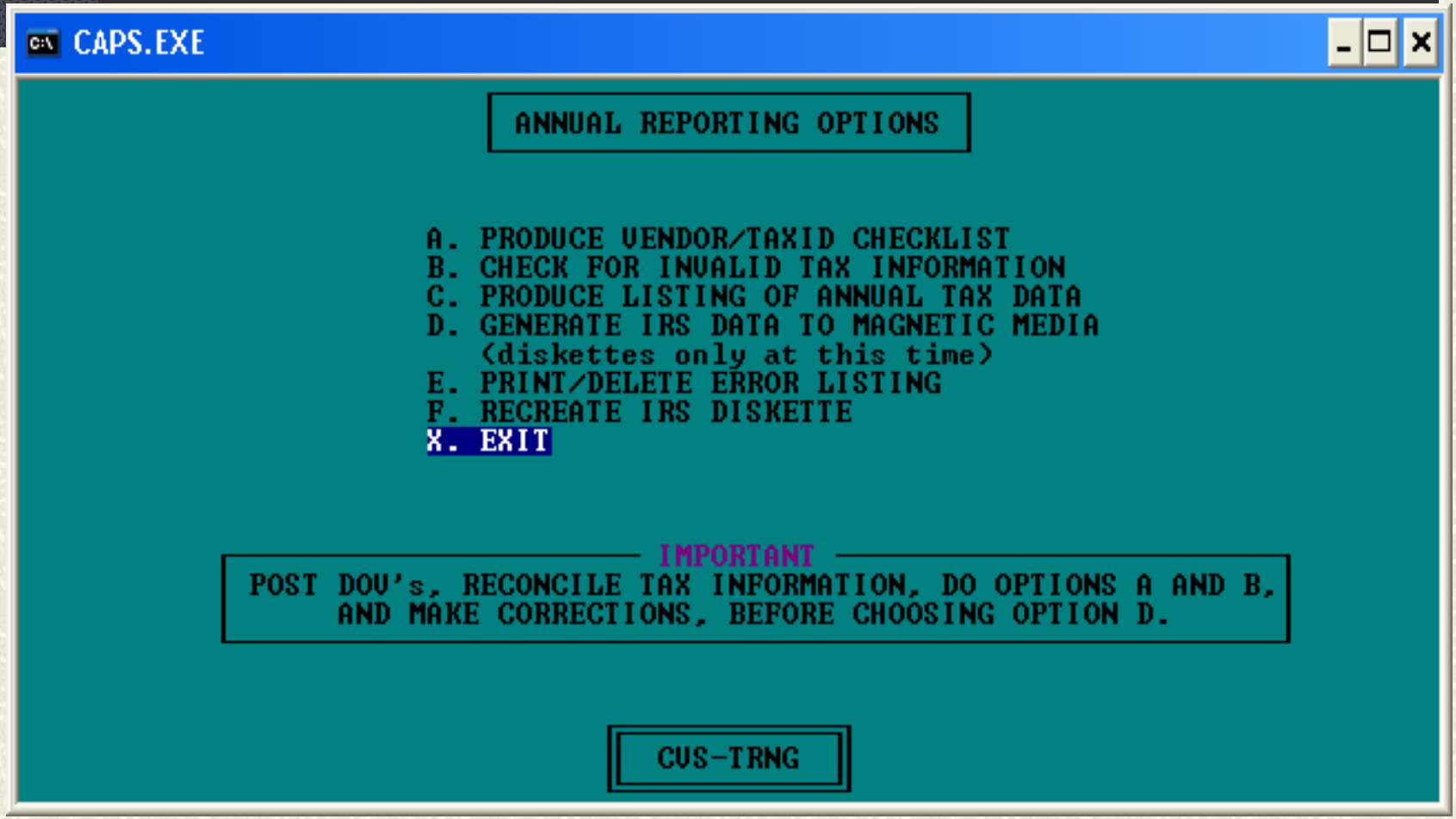
1099 Tax Records – Printing



1099 Tax Records – Printing



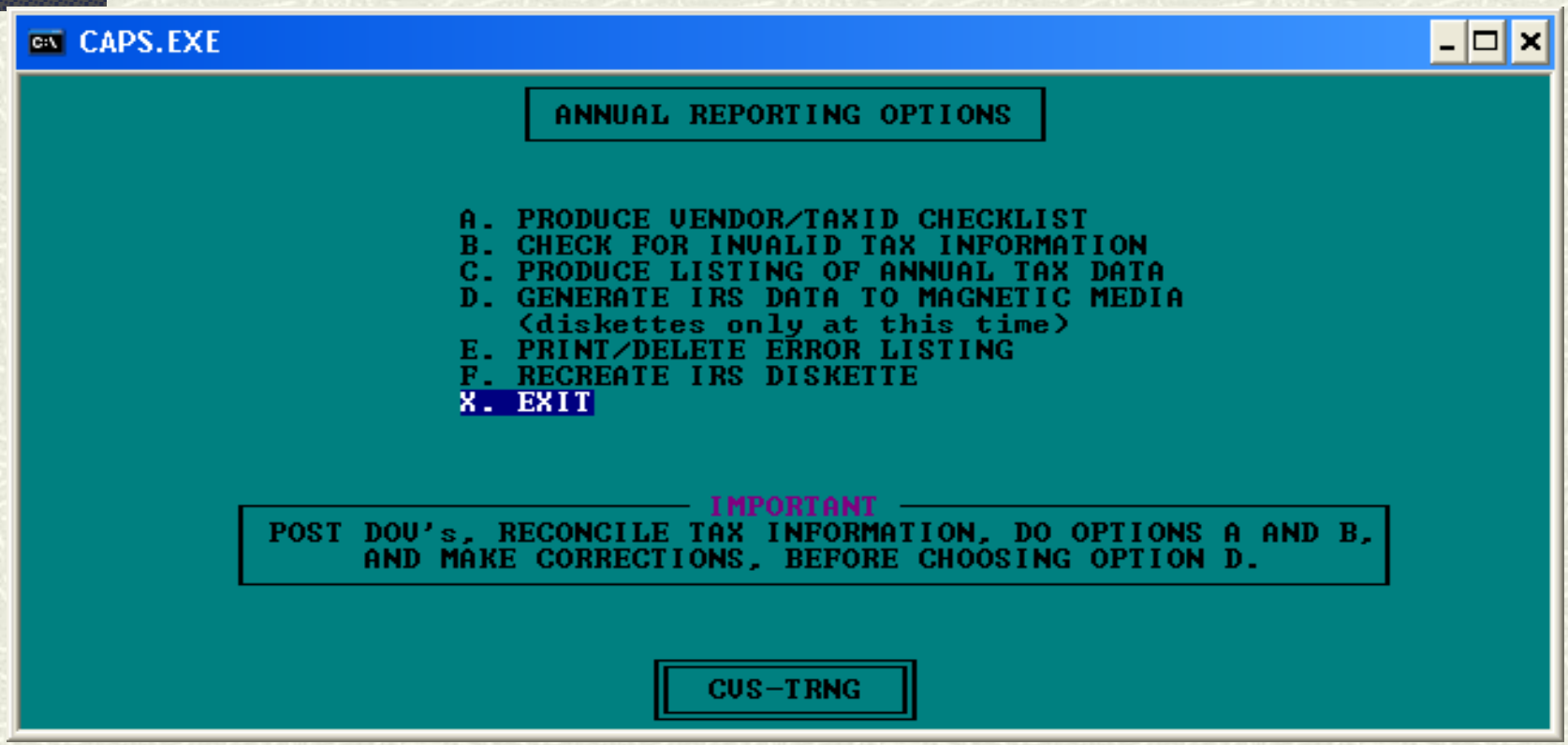
1099 Tax Records – Printing



1099 Tax Records – Printing

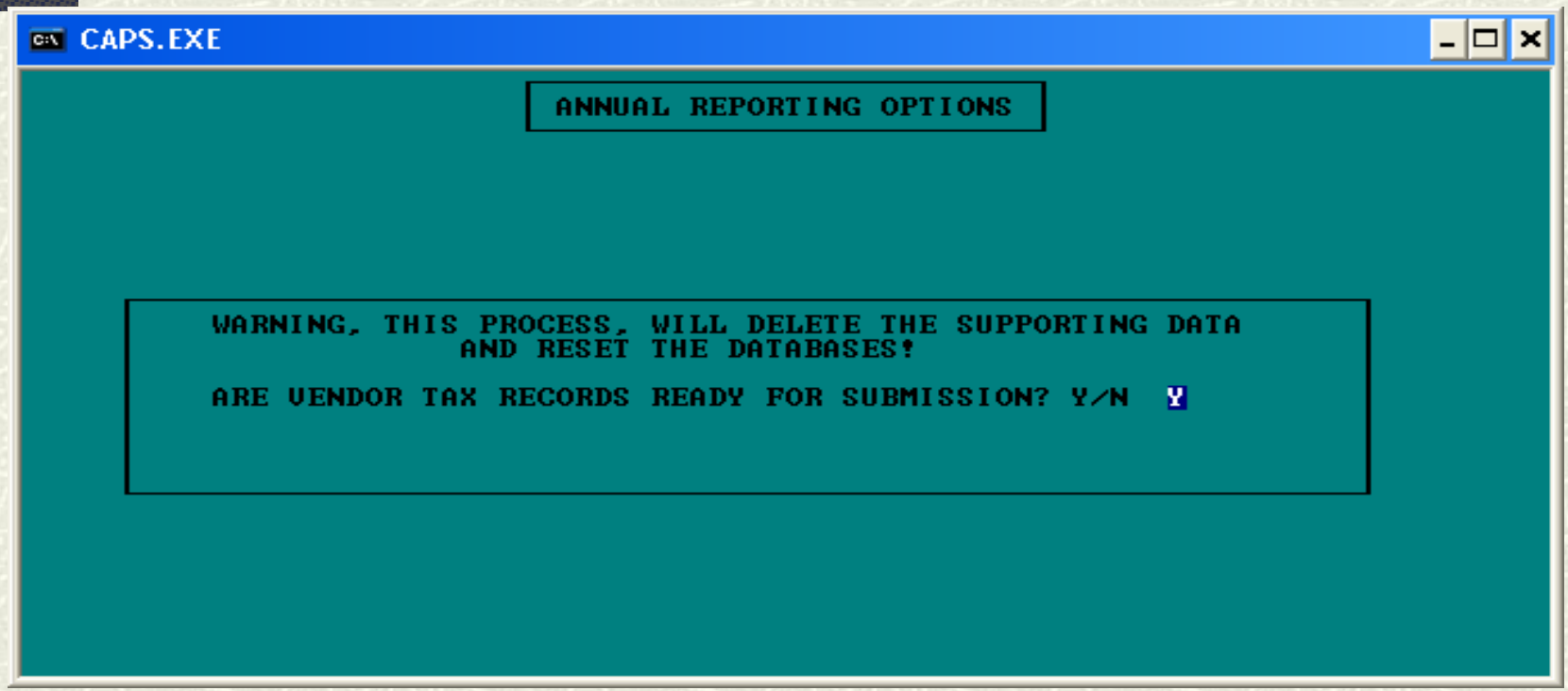
- Run option <A>to produce vendor/taxID checklist.
  - Ensure vendor's name is spelled correctly
  - Vendor does not have different CORP status or TAXID
  - TAXID is entered in the proper format
  - CORP Status of A or B must have TAXID
- Run option <B> to check for invalid tax information.
  - Correct as necessary
- Run option <C> to produce listing.
  - Report will roll all payments made to the same vendor by TAXID.
  - Each vendor record will have the following category listed:
    - Required, Not Required, Verify
    - All records listed as verify must be researched
    - Only tax records marked required should be submitted to DFAS-CO tax office.

1099 Tax Records – Printing



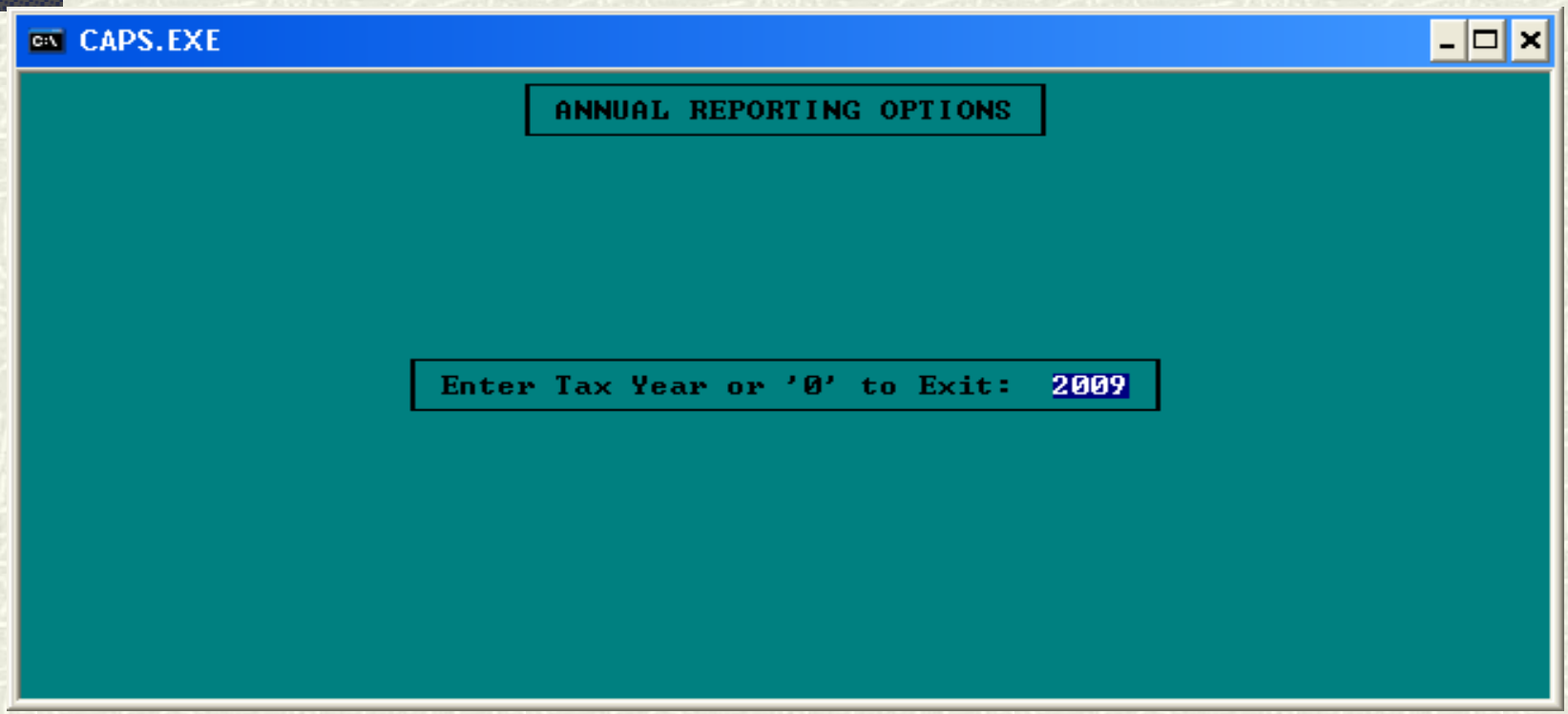
Prior to generating the IRS data file, ensure a Back-up is done!

1099 Tax Records – Printing



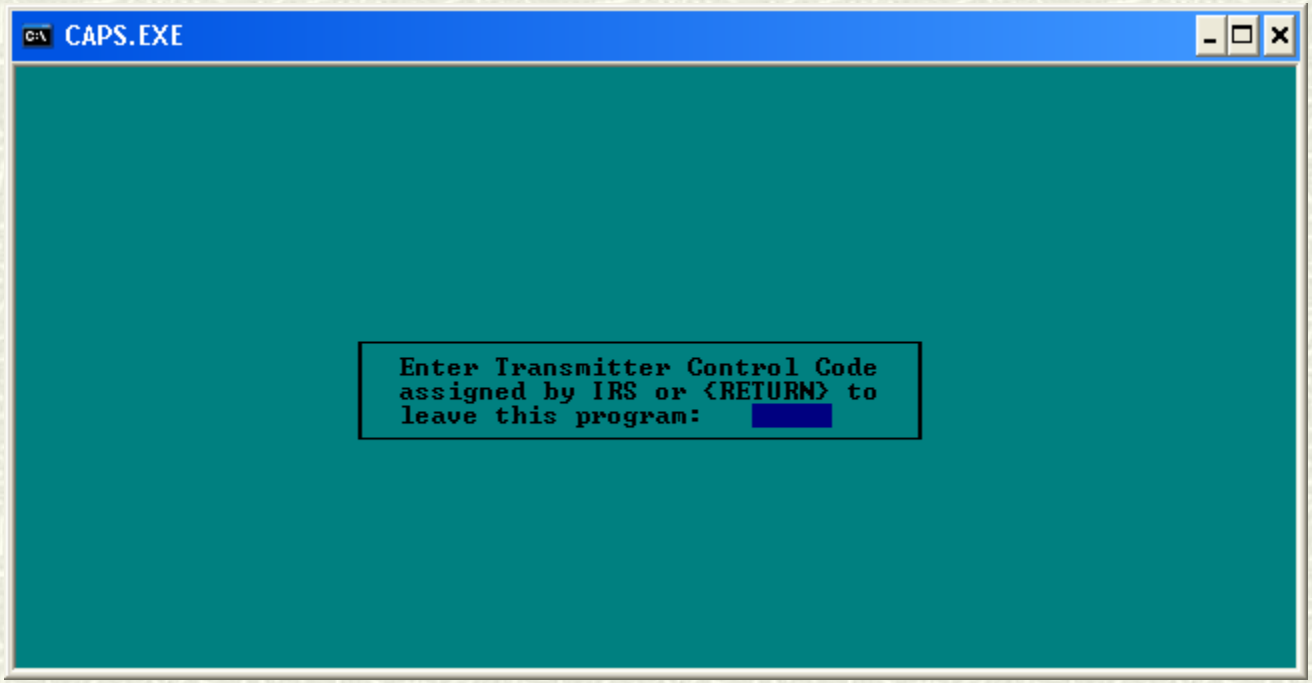
Answering <Y> will delete the supporting data and reset the database!

1099 Tax Records – Printing



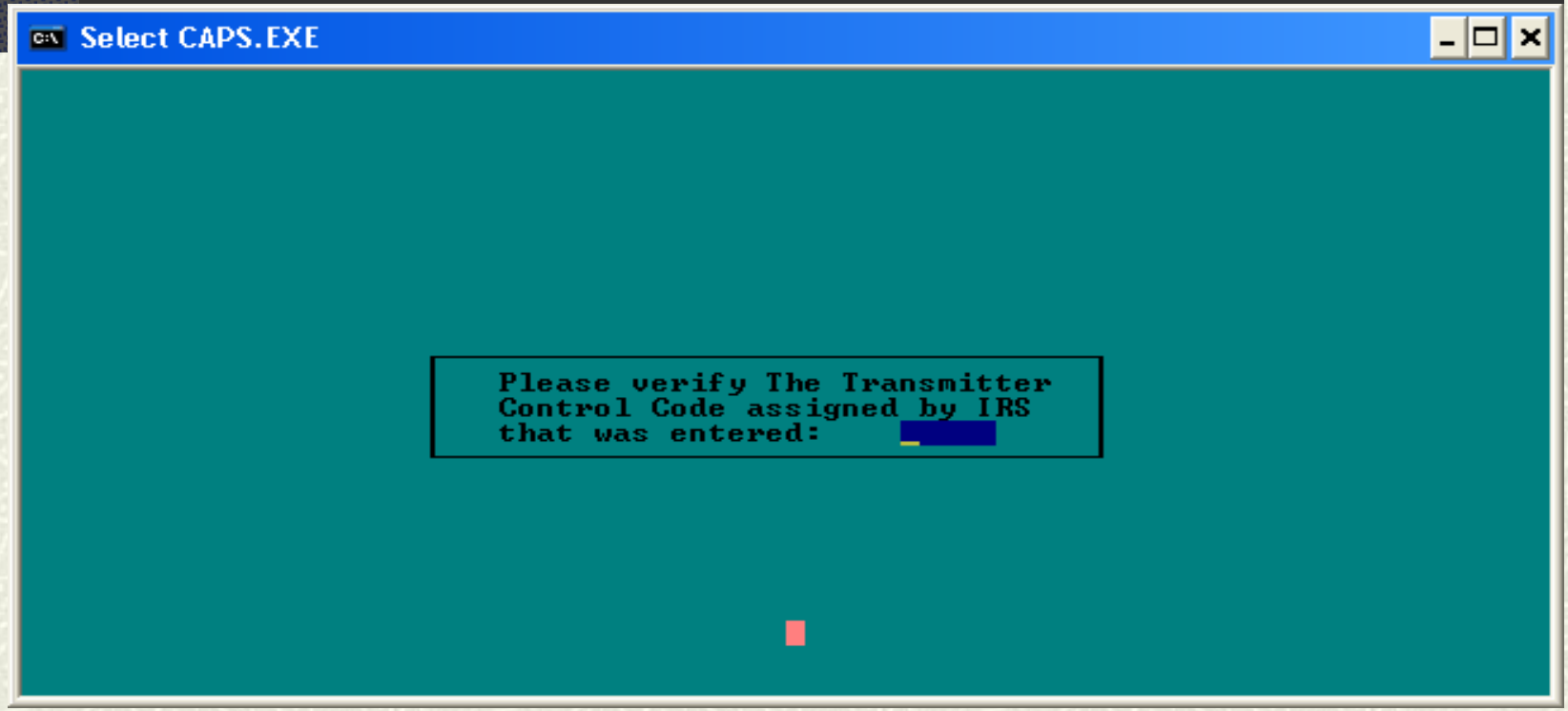
Enter the year of the Tax Year being ran.

1099 Tax Records – Printing



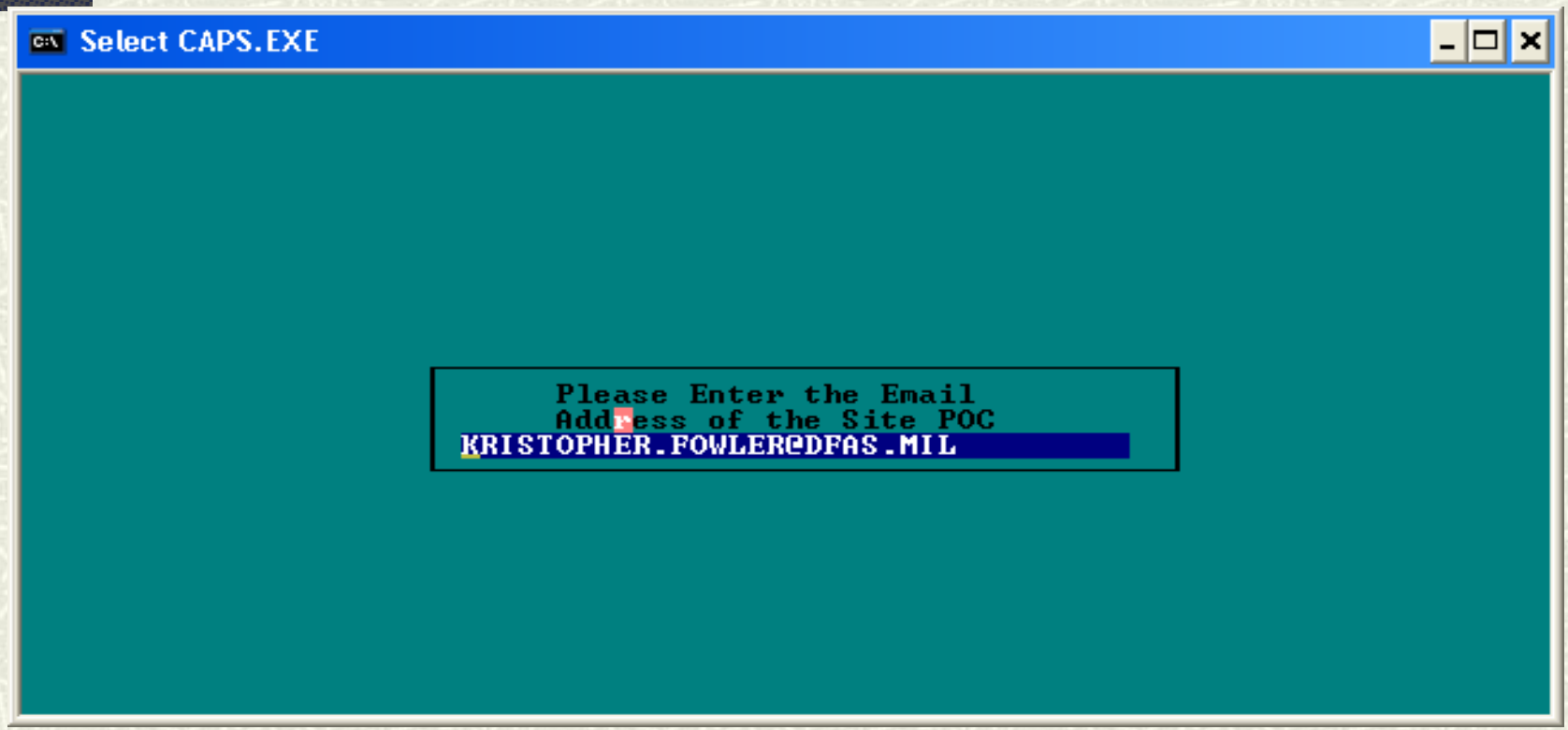
To obtain this, contact the IRS at 1-866-455-7438, Option 3

1099 Tax Records – Printing



Input Transmittal Code again to verify.

1099 Tax Records – Printing



Enter POC email

1099 Tax Records – Printing

- Enter either <Y or N> when asked if this is the final year for site submission.
- Insert blank CD when prompted to do so.
- The file IRSTAX.001 will be created.
- Copy this file to disk.

1099 Tax Records – Printing

- The file must be emailed to the DFAS Tax Office POCs.
- Emails must be digitally signed and encrypted.
- Send files to:
  - Lisa.temple@dfas.mil
  - Dorene.ricci@dfas.mil
  - Gayla.vincent@dfas.mil
- Email must include site name, Pay system name (CAPS-C), and count of 1099s in the “C” record.